[Date]

Dear [Manager’s Name],

I would like to attend the 31st International Symposium on Human Identification this year in San Antonio, TX from September 14-17, 2020. ISHI is the largest annual conference to focus entirely on DNA typing and I believe attending would benefit both me and our institution.

ISHI offers a good value for the level of intensive forensic education that I would receive over the course of three days. As an attendee of ISHI, I would have access to:

* The General Session talks featuring industry leaders and emerging technologies
* 120+ Scientific Poster presentations over the course of two days
* An exhibit hall featuring 50+ vendors in the forensic field
* Networking opportunities on Monday and Wednesday evenings
* Focused topic lunches on Tuesday and Wednesday
* Many exciting workshop options

The International Symposium on Human Identification attracts an international audience of forensic professionals. Last year, there were over 980 attendees at the conference, including many attendees from 40+ different countries such as United Kingdom, Mexico, Brazil, China, Germany, Italy, Korea, Pakistan, Singapore and Australia. Attendees represented a variety of professions, including Criminalist, Professor, Technical Leader, Lab Director, CODIS Analyst, Forensic Scientist, Research Scientist, and President/CEO.

I am seeking approval for the registration fee and following travel expenditures.

|  |  |
| --- | --- |
| Airfare  |  |
| Transportation |  |
| Hotel |  |
| Meals |  |
| Conference Ticket |  |
| Additional Workshops |  |
| **Total** |  |

If I register before July 5th, I will save $100 on the cost of a conference ticket, and will receive discounts on the cost of workshops as well. Payment can be made at a later date or at the event itself.

I’ll receive a certificate of attendance for the conference as well as for any additional workshops that I attend for my training records.

Please accept this proposal to attend as I’m confident in the significant return we will receive for the small investment. For more information on ISHI, please visit [www.ishinews.com](http://www.ishinews.com) or contact Tara Luther (Tara.Luther@promega.com or 608-443-3290).

Thank you for your consideration,

[Name]