**NOTE TO DMMM3 ATTENDEE: The instructions for customization are highlighted in red type. Do not include these in your final letter.**

**<Insert Date>**

Dear **<Insert Your Supervisor’s Name>**:

I am requesting approval to attend the [3rd Summit on Diversity in the Minerals, Metals, and Materials Professions](http://www.tms.org/diversity2018) (DMMM3), set for July 23–24, 2018 at the University of California, Santa Barbara in California, with support for the associated registration fee and travel expenses. (See the detailed cost breakdown below.)

The DMMM series is the only meeting specifically focused on the unique challenges and opportunities in building a more diverse and inclusive minerals, metals, and materials professional community.

DMMM3 will build on the conversations opened by previous summits by establishing a clear path towards meaningful engagement and tangible action. The solutions-driven programming uses sessions targeted to specific professional levels and spheres of focus to ensure that attendees will leave with insights and ideas they can implement in their own workplace.

**INSERT THE FOLLOWING PARAGRAPH IF YOU ARE NOT A CURRENT TMS MEMBER:**

**<<**I will also receive [electronic TMS membership](http://www.tms.org/portal/MEMBERSHIP/Become_a_Member/Professional_Membership/portal/Membership/Become_a_Member/Professional_Membership.aspx?hkey=c91761f1-3ecc-4973-b609-9abbe9cfab91), through 2019, which provides me with free electronic access to 26 peer-reviewed materials journals on Springer, discounts on books and proceedings, and special rates for continuing education courses and technical meetings, with my registration. **>>**

I have reviewed the [DMMM3 website](http://www.tms.org/diversity2018) and firmly believe that this meeting will equip me with the tools to help our workplace be a leader in diversity and inclusion, while also providing me with important networking and professional growth opportunities.

**BENEFITS OF ATTENDING**

**Please copy and paste any or all of the following meeting benefits into your letter, according to your particular needs:**

***<If you are presenting, please include the following text>***

I am pleased to inform you that I have been selected to present at DMMM3 in July, 2018. My topic is **<Title of Your Talk/Poster>**. This is great recognition for **<Name of Your Organization>**. The exposure will also help me to develop contacts with others in the field who can become potential collaborators, share information that will enable us to enhance what we are doing, or support us in advancing our work in other ways.

***<If you are not attending as a speaker >***

I have identified a number of session topics or speakers at DMMM3 that will help our organization become a leader in diversity and inclusion initiatives. What follows are a few of the presentations that I would plan on attending: **<Visit the** [**Presenters Page**](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Diversity_2018/Diversity_2018_Presenters/portal/Meetings___Events/2018/Diversity2018/presenters.aspx?hkey=380754a1-c2e4-48cf-b475-7e6b47f5a953) **to view symposia or presentation descriptions that are most relevant to your job responsibilities.>**

**CONCLUSION AND COST BREAKDOWN CHART**

***It is important that I*** [***register***](http://www.tms.org/diversity2018/registration) ***by June 18, 2018*** to secure the discount rate for DMMM3. The deadlines to reserve housing in the [DMMM3 room block](http://www.tms.org/diversity2018/housing) are June 10 and June 18, 2018. Securing a room in the DMMM3 housing block is important since TMS negotiated excellent rates for attendees. Staying at the same location as other attendees also provides me access to important networking and business development activities that continue after the meeting sessions have ended for the day.

What follows is a specific breakdown of meeting costs, assuming that I can register by these discount deadlines:

|  |  |
| --- | --- |
| **Airfare** | $<Insert Estimated Cost> |
| **Transportation** | $<Insert Estimated Cost> |
| **Lodging** | $<Insert Estimated Cost>[**Find rates on the** [**housing**](http://www.tms.org/diversity2018/housing) **website** ] |
| **Meals** | $<Insert Estimated Costs> |
| **Registration** | Select relevant **discount** fee from DMMM3 [Registration Page](http://www.tms.org/diversity2018/registration).  |
| ***Total*** | *$<Insert Total Costs>* |

Note that the registration fee will increase by $100 if I do not register by June 18.

The 3rd Summit on Diversity in the Minerals, Metals, and Materials Professions is the only meeting specifically focused on diversity and inclusion in my field. I will be able to address multiple professional goals, and broaden my network of contacts significantly by attending this one event. I believe it is a prudent investment of time and resources that will benefit **<Name of Your Organization>** with the knowledge, skills, and business contacts that I will be able to develop there. Thank you for your consideration.

Sincerely,

**<Insert Your Signature>**