**NOTE TO TMS ALUMINUM CAST SHOP SCIENCE & TECHNOLOGY COURSE 2017 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 [TMS Aluminum Cast Shop Science & Technology Course](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/CastShop17/portal/Meetings___Events/2017/CastShop17/default.aspx?hkey=48349903-aa85-40dc-a25d-501a66fcfda7) (Cast Shop 17), set for November 6-10, 2017 in London, United Kingdom, with support for the associated registration fee and travel expenses. (See the detailed cost breakdown below.)

Cast Shop 17 offers the information needed to produce high-quality products at a reduced cost. In addition to hearing from leading experts in the field, Cast Shop 17 provides the opportunity to interact with peers in small group sessions and in networking activities. Focused exclusively on cast shop technologies and advancements with a focus toward operations, this week-long immersive course will cover the science and technology of key cast shop processes for primary and secondary aluminum smelters. Additionally, customer requirements and cast shop economics will set the scene for defining cast shop objectives.

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

**<<**I will also receive [electronic TMS membership](http://www.tms.org/Society/benefits.aspx) through 2018, which provides me with free electronic access to 27 peer-reviewed materials journals on Springer, discounts on books and proceedings, and special rates for continuing education courses and technical meetings, with my congress registration. **>>**

I have reviewed the [Cast Shop 17 website](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/CastShop17/portal/Meetings___Events/2017/CastShop17/default.aspx?hkey=48349903-aa85-40dc-a25d-501a66fcfda7) and firmly believe that this meeting will enable me to achieve multiple research, networking, and business development goals on behalf of the organization, as well as enhance my own professional skills and contributions.

**BENEFITS OF ATTENDING**

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

**<Visit the** [**Cast Shop Course Curriculum page**](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/CastShop17/Course__Curriculum/portal/Meetings___Events/2017/CastShop17/courseCurriculum.aspx?hkey=9db1d268-10e8-4fa4-b507-01bd0bb8760b) **to view a breakdown of covered topics that are most relevant to your job responsibilities.>**

Cast Shop 17 also offers [networking events](https://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/CastShop17/Registration/portal/Meetings___Events/2017/CastShop17/registration.aspx?hkey=383317a4-7c2e-4418-8dfb-4a4dc33ed65e) that will give me the opportunity to develop contacts with leaders in advancing technologies of impact to our organizational interests. In addition to technical programming, Cast Shop 2017 offers a [Facility Tour](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/CastShop17/Plant_Tour/portal/Meetings___Events/2017/CastShop17/plantTour.aspx?hkey=e935d0ec-b515-42c4-8217-e9a8bf7d5126) of the Advanced Metal Casting Center (AMCC) at Brunel University London. The AMCC tour will feature hands-on demonstrations of direct chill (DC) casting.

**CONCLUSION AND COST BREAKDOWN CHART**

***It is important that I*** [***register***](https://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/CastShop17/Registration/portal/Meetings___Events/2017/CastShop17/registration.aspx?hkey=383317a4-7c2e-4418-8dfb-4a4dc33ed65e) ***by October 6, 2017*** to secure a space at Cast Shop 17. The deadline to reserve housing in the [Cast Shop 17 room block](https://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/CastShop17/Housing__Travel/portal/Meetings___Events/2017/CastShop17/housingTravel.aspx?hkey=a6318b4e-eacd-4df4-bfba-382b47910c47) is October 13, 2017. Securing a room in the Cast Shop 17 housing block is important since TMS negotiated excellent rates for course attendees. Staying at the course location also provides me access to important networking and business development activities that continue after 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**](https://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/CastShop17/Housing__Travel/portal/Meetings___Events/2017/CastShop17/housingTravel.aspx?hkey=a6318b4e-eacd-4df4-bfba-382b47910c47) **website** ] |
| **Meals** | $<Insert Estimated Costs> |
| **Registration** | $2,750 |
| ***Total*** | *$<Insert Total Costs>* |

The TMS Aluminum Cast Shop Science & Technology Course is one of the most important and impactful technical programs held 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>**