**NOTE TO TMS MACHINE LEARNING FOR MATERIALS SCIENCE 2018 COURSE 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 Machine Learning for Materials Science 2018](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Machine_Learning_2018/portal/Meetings___Events/2018/MachineLearning2018/default.aspx?hkey=89e161f1-2c66-4e8e-9e55-b83ea0a72883) course, set for set for September 25–26, 2018, in Pittsburgh, Pennsylvania, USA, with support for the associated registration fee and travel expenses. (See the detailed cost breakdown below.)

This course will provide a unique opportunity to learn from recognized experts who are on the leading edge of developing machine learning and applying it in materials science and engineering. After just two days, I will be able to:

* Create, critically evaluate, and interpret machine learning models for materials
* Describe how machine learning can positively impact their work as scientists
* Organize data in a way that’s suitable for machine learning
* Design an experiment that incorporates machine learning

This interactive program will include detailed lectures, open group discussions, and hands-on learning lab experiences.

**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 2019, 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. **>>**

**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** [**TMS Machine Learning 2018 Course Curriculum page**](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Machine_Learning_2018/Course__Curriculum/portal/Meetings___Events/2018/MachineLearning2018/courseCurriculum.aspx?hkey=3601285d-e7f2-4d72-8257-b7f534f25229) **to view a breakdown of covered topics that are most relevant to your job responsibilities.>**

I have reviewed the [Machine Learning 2018 course agenda](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Machine_Learning_2018/Course__Curriculum/portal/Meetings___Events/2018/MachineLearning2018/courseCurriculum.aspx?hkey=3601285d-e7f2-4d72-8257-b7f534f25229) and firmly believe that this program will enable me to achieve multiple technology, networking, and business development goals on behalf of the organization, as well as enhance my own professional skills and contributions. I am particularly interested in the following lectures: <<insert lectures from the [course agenda](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Machine_Learning_2018/Course__Curriculum/portal/Meetings___Events/2018/MachineLearning2018/courseCurriculum.aspx?hkey=3601285d-e7f2-4d72-8257-b7f534f25229) that relate to your job responsibilities here>>

Additionally, the Machine Learning 2018 course also includes lunch on both days and session breaks that will give me the opportunity to network and develop contacts with leaders and other professionals looking to apply machine learning and artificial intelligence in their research and/or product development workflows.

**CONCLUSION AND COST BREAKDOWN CHART**

***It is important that I*** [***register***](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Machine_Learning_2018/Registration/portal/Meetings___Events/2018/MachineLearning2018/registration.aspx?hkey=7ac70964-e754-4e45-b795-3f74867f64c5) ***by August 30, 2018,*** to receive the discounted rate and secure a space at the Machine Learning 2018 course. The deadline to reserve housing in the [Machine Learning 2018 course room block](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Machine_Learning_2018/Housing__Travel/portal/Meetings___Events/2018/MachineLearning2018/housingTravel.aspx?hkey=dbcd71da-42c3-43b3-a01e-60cbdb2a3956) is August 30, 2018. Securing a room in the group 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 the discount deadline:

|  |  |
| --- | --- |
| **Airfare** | $<Insert Estimated Cost> |
| **Transportation** | $<Insert Estimated Cost> |
| **Lodging** | $<Insert Estimated Cost>[**Find rates on the course** [**housing**](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Machine_Learning_2018/Housing__Travel/portal/Meetings___Events/2018/MachineLearning2018/housingTravel.aspx?hkey=dbcd71da-42c3-43b3-a01e-60cbdb2a3956) **page**] |
| **Meals** | $<Insert Estimated Costs> |
| **Registration** | $<Insert Estimated Cost>**[Find rates on the course** [**registration**](http://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/Machine_Learning_2018/Registration/portal/Meetings___Events/2018/MachineLearning2018/registration.aspx?hkey=7ac70964-e754-4e45-b795-3f74867f64c5) **page]** |
| ***Total*** | *$<Insert Total Costs>* |

The TMS Machine Learning for Materials Science 2018 course is an important and impactful technical program 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>**