**NOTE TO TMS2020 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 2020 Annual Meeting & Exhibition](https://www.tms.org/TMS2020) (TMS2020), to be held February 23–27 in San Diego, California, with support for the associated registration fee and travel expenses. (See the detailed cost breakdown below.)

The TMS annual meeting is considered the professional home of the global minerals, metals, and materials community. This year, TMS2020 received nearly 5,000 abstract submissions and is offering five days of programming, featured speakers, and networking events. The TMS2020 registration fee also covers programming for the co-located [9th International Symposium on Lead and Zinc Processing](https://www.tms.org/TMS2020/Programming/PbZn_2020/TMS2020/Programming/PbZn_2020.aspx?hkey=ae21cd33-e6e3-4915-b325-2ba1ad6be862), as well as free electronic access to the entire collected [TMS2020 proceedings](https://www.tms.org/TMS2020/Programming/TMS2020_Proceedings_Information/TMS2020/Programming/TMS2020_Proceedings_Information.aspx?hkey=81441840-bf28-446f-ac86-ce9197f08084), a three-day pass to the [TMS2020 Exhibition](https://www.tms.org/TMS2020/Exhibitors__Sponsors/For_Attendees/TMS2020/Exhibition___Sponsorship/For_Attendees.aspx?hkey=290436ce-af15-44cd-a80b-6ae11b93e88f), and lunch on Monday, Tuesday, and Wednesday in the exhibit hall.

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

**<<**My registration fee also includes [professional membership with TMS](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), 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. **>>**

I have reviewed the [TMS2020 website](https://www.tms.org/TMS2020) 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**:

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

I am pleased to inform you that I have been selected to present my work at TMS2020. 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 traveling from outside of the United States to attend TMS2020, please include the following text>***

Based on abstract submissions, TM2020 is expected to draw attendance from nearly 70 nations, with more than half of the attendees coming from outside the United States. This will give me the opportunity to connect with and learn from professionals throughout the world in a variety of disciplines that are important to **<Name of Your Organization>** with a single trip to one conference location.

***<If you work in academic/government laboratory research, please include the following text>***

I have identified a number of symposia in the [TMS2020 technical program](https://www.tms.org/TMS2020/Programming/TMS2020_Technical_Program/TMS2020/Programming/TMS2020_Technical_Program.aspx?hkey=e0f38e71-37ff-43ba-b53b-063556afbe32) that will cover cutting-edge developments related to **<List Relevant Research Areas>** that are high priorities for **<Name of Your Organization>.** What follows are a few of the presentations that I would plan on attending:

**< Visit the** [**TMS2020 Technical Program**](https://www.tms.org/TMS2020/Programming/TMS2020_Technical_Program/TMS2020/Programming/TMS2020_Technical_Program.aspx?hkey=e0f38e71-37ff-43ba-b53b-063556afbe32) **page and the** [**TMS Featured Sessions**](https://www.tms.org/TMS2020/Featured_Sessions/TMS2020/Featured_Sessions.aspx?hkey=7a34069c-9e3e-4f99-94e0-900c50356fa3) **page to access individual symposia or presentation descriptions that are most relevant to your job responsibilities.>**

***<If you work in business/industry research, please include the following text>***

The TMS annual meeting traditionally covers the latest developments on topics and issues related to our industry and our business goals through its technical program. What follows are a few of the presentations that I would plan on attending:

**< Visit the** [**TMS2020 Technical Program**](https://www.tms.org/TMS2020/Programming/TMS2020_Technical_Program/TMS2020/Programming/TMS2020_Technical_Program.aspx?hkey=e0f38e71-37ff-43ba-b53b-063556afbe32) **page and the** [**TMS Featured Sessions**](https://www.tms.org/TMS2020/Featured_Sessions/TMS2020/Featured_Sessions.aspx?hkey=7a34069c-9e3e-4f99-94e0-900c50356fa3) **page to access individual symposia or presentation descriptions that are most relevant to your job responsibilities.>**

TMS2020 also offers a slate of [special lectures](https://www.tms.org/TMS2020/Events/Division_Lunch___Award_Lectures/TMS2020/Events/Division_Lunch__Award_Lectures.aspx?hkey=de72e272-6a30-4d84-966e-15f55fa14e06) and [featured sessions](https://www.tms.org/TMS2020/Featured_Sessions/TMS2020/Featured_Sessions.aspx?hkey=7a34069c-9e3e-4f99-94e0-900c50356fa3) that offer unique opportunities for learning and networking across disciplines. This includes the Monday all-conference plenary, “[Leveraging Materials Innovation to Drive Industrial Gas Turbine Performance and Secure a Sustainable Energy Future](https://www.tms.org/TMS2020/Featured_Sessions/All-Conference_Plenary/TMS2020/featured/All-Conference_Plenary.aspx?hkey=a0294414-dc83-461b-96ff-08a0f98e1c06),” featuring John Mason, Director, Gas Turbine Products Engineering, Solar Turbines Incorporated. The conference also features focused networking events that will give me the opportunity to develop contacts with leaders related to our organizational interests. In addition to technical programming, TMS2020 supports an [exhibition](https://www.tms.org/TMS2020/Exhibitors__Sponsors/For_Attendees/TMS2020/Exhibition___Sponsorship/For_Attendees.aspx?hkey=290436ce-af15-44cd-a80b-6ae11b93e88f) featuring companies and suppliers that could be of benefit to our organization.

As I mentioned earlier, my registration also covers free electronic access to the entire 11 volumes of the [TMS2020 collected proceedings](https://www.tms.org/TMS2020/Programming/TMS2020_Proceedings_Information/TMS2020/Programming/TMS2020_Proceedings_Information.aspx?hkey=81441840-bf28-446f-ac86-ce9197f08084), which will serve as a valuable long-term reference.

**CONCLUSION AND COST BREAKDOWN CHART**

***It is important that I*** [***register for TMS2020***](https://www.tms.org/TMS2020/Registration_Travel/Registration/TMS2020/RegTravel/Register_for_TMS2020.aspx?hkey=e1a1a1a5-52ac-44b0-abd1-d1a8cd5b415d) ***by January 17, 2020*** to secure the discounted early registration rate. The deadline to reserve housing in the [TMS2020 room block](https://www.tms.org/TMS2020/Registration_Travel/Housing/TMS2020/RegTravel/TMS2020_Housing.aspx?hkey=dd914f75-1b20-4687-99a5-a9dc31248bf2) is January 21, 2020. Securing a room in the TM2020 housing block is important since TMS has negotiated excellent rates at these hotels. Staying in these accommodations 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, if I can register by these discount deadlines:

|  |  |
| --- | --- |
| **Airfare** | $<Insert Estimated Cost> |
| **Transportation** | $<Insert Estimated Cost> |
| **Lodging** | $<Insert Estimated Cost>[**Find real-time rates on the** [**TMS2020 Housing**](https://www.tms.org/TMS2020/Registration_Travel/Housing/TMS2020/RegTravel/TMS2020_Housing.aspx?hkey=dd914f75-1b20-4687-99a5-a9dc31248bf2) **website** ] |
| **Meals** | $<Insert Estimated Costs> |
| **Registration** | Select relevant **discount** fee from [TMS2020 Registration Page](https://www.tms.org/TMS2020/Registration_Travel/Registration/TMS2020/RegTravel/Register_for_TMS2020.aspx?hkey=e1a1a1a5-52ac-44b0-abd1-d1a8cd5b415d).  |
| ***Total*** | *$<Insert Total Costs>* |

Note that the registration fee will increase by up to $180 if I do not register by January 17.

The TMS Annual Meeting & Exhibition is one of the most important and impactful technical meetings held in my field. I will be able to address multiple professional goals and broaden my global 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**>