**NOTE TO ICME 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 [4th World Congress on Integrated Computational Materials Engineering](http://www.tms.org/meetings/2017/icme2017/home.aspx) (ICME 2017), set for May 21–25, 2017 in Ypsilanti, Michigan, with support for the associated registration fee and travel expenses. (See the detailed cost breakdown below.)

ICME 2017 is the recognized hub of interaction among software developers and process engineers along the entire production chain, as well as for materials scientists and engineers developing new materials. This is the only conference dedicated to bringing all stakeholders together from across nations, disciplines, and organizations to focus on integration priorities and gaps that need to be addressed in order to advance the field. The registration fee also includes a hard-copy book and online access to the congress proceedings.

**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 2017, 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 [ICME 2017 website](http://www.tms.org/meetings/2017/icme2017/home.aspx) 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 ICME 2017. 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 work in academic/government laboratory research, please include the following text>***

I have identified a number of symposia in the [ICME 2017 technical program](http://www.programmaster.org/PM/PM.nsf/SessionSheetView?OpenForm&ParentUNID=AE85B72C6459299F85257F800072AC53) 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** [**ICME 2017 Technical Program page**](http://www.tms.org/meetings/2017/icme2017/technicalProgram.aspx) **to view symposia or presentation descriptions that are most relevant to your job responsibilities.>**

ICME 2017 also offers a slate of plenary and keynote speakers that offer unique opportunities for learning and networking across disciplines. A current list of confirmed invited speakers can be found on the [congress website](http://www.tms.org/meetings/2017/icme2017/technicalProgram.aspx).

As I mentioned earlier, my registration also covers a hardy-copy book and free electronic access to the congress proceedings, which will serve as a valuable long-term reference.

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

The ICME congress traditionally covers the latest knowledge and advances in the discipline through its technical program. The ICME 2017 technical topics of interest to **<Name of Your Organization>** include the following presentations that I would plan on attending:

**<Visit the** [**ICME 2017 Technical Program page**](http://www.tms.org/meetings/2017/icme2017/technicalProgram.aspx) **to view symposia or presentation descriptions that are most relevant to your job responsibilities.>**

ICME 2017 also offers [networking events](http://www.tms.org/meetings/2017/icme2017/registration.aspx) 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, ICME 2017 supports a [Vendor Showcase](http://www.tms.org/meetings/2017/icme2017/sponsorship.aspx) featuring companies and suppliers that could be of benefit to our company.

***<Statement to include if you are seeking to attend the PRISMS Workshop>***

While at the congress, I would also like to attend the [PRedictive Integrated Structural Materials Science (PRISMS) Workshop](http://www.tms.org/meetings/2017/icme2017/prisms.aspx), scheduled for May 25–26, 2017, after the congress. There is an additional cost involved, but I believe it will allow me to make the most of our travel investment by enabling me to take advantage of two professional development opportunities in a single trip. You can review the course description on the [ICME 2017 website](http://www.tms.org/meetings/2017/icme2017/prisms.aspx).

**CONCLUSION AND COST BREAKDOWN CHART**

***It is important that I*** [***register***](http://www.tms.org/meetings/2017/icme2017/registration.aspx) ***by April 21, 2017*** to secure the discount rate for ICME 2017. The deadline to reserve housing in the [ICME 2017 room block](http://www.tms.org/meetings/2017/icme2017/housing.aspx) is April 27, 2017. Securing a room in the ICME 2017 housing block is important since TMS negotiated excellent rates for congress attendees. Staying at the congress location 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/meetings/2017/icme2017/housing.aspx) **website** ] |
| **Meals** | $<Insert Estimated Costs> |
| **Registration** | Select **discount** fee from ICME 2017 [Registration Page](http://www.tms.org/meetings/2017/icme2017/registration.aspx). |
| ***Total*** | *$<Insert Total Costs>* |

Note that the registration fee will increase by $100 if I do not register by April 21.

The World Congress on Integrated Computational Materials Engineering 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 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 Signautre>**