Subject: Request to Attend IS&T International Symposium on Electronic Imaging 2021

Dear [Decision Maker Name],

EI 2021 (electronicimaging.org) takes place January 17–21, 2021 at the Parc 55 in San Francisco, California. The Symposium offers five full days of educational and thought-provoking presentations and discussions with innovators and leaders in the fields of electronic imaging—from both industry and academia. It is widely regarded as the world’s leading forum for electronic imaging professionals across the globe. I am writing to request approval to attend as I believe it will further develop my technical skills and knowledge, particularly around new imaging science innovations and applications.

In addition to the breadth of specialties within the electronic imaging domain and the synergies promoted via joint sessions across specialized application areas, EI 2021 offers cutting-edge short course presented by leading scientist and engineers. I am especially interested in taking the following class(es):

* [Insert name of class]
* [Or classes]

If I attend I’ll receive:

* More than 32 hours of educational and thought-provoking presentations—that’s more than 150 talks representing the work of thousands of authors to choose from. This year’s program includes session touching on several important topics for us, specifically [list topics important to your work; here’s a partial list to pick and choose from: autonomous vehicle imaging, 3D imaging, augmented and virtual reality, machine vision, data analytics and visualization, computational photography, light-field imaging, multi-modal imaging, deep learning, big (visual) data, aerial imaging, food and agricultural imaging, HMI, telepresence, collaborative robots, object and content identification, advanced manufacturing, mobile and connected health imaging, medical imaging, scientific imaging, astronomical imaging, bioinformatics, computational topography, multi-scale data integration].
* Information on the latest trends from industry leaders and guest speakers in each conference topic.
* Approximately 5 hours of high-level, dedicated networking time, not including breakfasts and coffee breaks. This includes a Meet-the-Future event showcasing the work of students and young professionals looking for internships and employment, as well as a demonstration session, where attendees show off work related to their papers. These events will allow me to raise the profile of our company/university and develop relationships and contacts.
* Access a technical exhibition, where I can interact directly with supplier and have access to product demos.

Costs:

The approximate investment for my attendance is:

Travel costs: $xxx [insert amount, factor parking, flights, etc.]

Accommodation: $xxx [insert amount; multiply #nights at hotel x $267 for room and tax]

Meals: $xxx [insert amount based on estimate/daily company allowances]

Full Conference Pass: $990† [note, this is the rate that includes membership, which reduces the cost of the short courses]

Short course(s): $xxx [insert amount, assume $200 for 2-hour and $300 for 4-hour]

Total cost to attend: ~ $xxxx [total from above line items]

†This registration rate is discounted providing I register before December 15, 2020.

When I return from EI 2021, I will compile a presentation to share with colleagues covering the talks I attended, useful product information, opportunities discovered, new contacts made, and a proposal for implementing new ideas to benefit our team. The EI 2021 proceedings are available via digital library. As a result of my attendance, I will be well-positioned to point out the outstanding papers to share with the team.

To benefit from the early registration discount, I need to register before December 15, 2020, so I appreciate a quick response. Thank you for your consideration.

[Add standard sign off]