**TO** [Insert Supervisor, Key Decision Maker of Influencer Name and Title Here]

**FROM** [Insert Your Name and Title Here]

**DATE** January 18, 2019

**RE** AIPLA’s 2019 Mid-Winter Institute

I submit this memorandum seeking your authorization to attend the American Intellectual Property Law Association’s [AIPLA] upcoming 2019 Mid-Winter Institute:

* **DATE |** January 29-February 2, 2019
* **LOCATION |** Tampa, FL, USA
* **SPONSORING ORGANIZATION** | The American Intellectual Property Association [AIPLA]

**This conference is a valuable investment for me and our organization for these reasons:**

1. **High-level Education Sessions** – The Institute offers up to 17 hours of continuing legal education credit, including 2.5 hours of diversity and inclusion training, and 2.5 hours of ethics credit. In reviewing [the program](https://www.aipla.org/docs/default-source/meetings/2019-mid-winter-institute/mid-winter-preview-2019-1-16-19-online.pdf?sfvrsn=2494617f_0), I have identified the following sessions that I plan to attend: [Insert a title list of some of the most relevant sessions for you and your organization here from the program page of the website.]
2. **Speakers** – The [meeting’s speakers](https://www.aipla.org/meetings-education/2019-mid-winter-institute/expand/program/speakers) include: [Insert select, compelling speakers here.]
3. **Peer Collaboration** – The educational sessions and networking portions of the conference will allow me to connect with other corporate/in-house IP practitioners and to exchange best practices and gain insights into how other organizations have resolved common challenges.
4. **CLE-accredited Sessions** – I will acquire some of the required continuing legal education credits, including Ethics, by way of my attendance.

**I anticipate my expenses for the conference and travel to be:**

* **REGISTRATION** | [$1,095 if you are a member; $1,595 if a nonmember.] There is also a daily rate available also if you are not able to attend the full conference.
* **LODGING** | [Tampa Marriott Waterside Hotel - $239/night plus tax]
* **FOOD** | [Insert your estimate here]
* **MISC EXPENSES** | [Insert your estimate here]

Based upon the information I’ve presented, where I have specifically addressed how the education sessions and peer collaboration opportunities directly align with our current business objectives and strategies, I am confident that the value of my participation in this event to our organization is evident.

Thank you for your time and consideration. Please let me know if I can answer any questions or provide any additional information.

**Optional text to provide:**

* I’ve been a member of AIPLA since [Insert year.]
* I have been actively engaged in AIPLA’s…Corporate Counsel Committee or other activities.
* I’ve attended previous AIPLA meetings and…. [Inert how you have benefited from your prior engagement with AIPLA meetings and events.]
* I will set appointments to meet with our outside counsel while in Tampa (if applicable).
* I plan to meet with my colleagues from [Insert potential peers from other organizations.]



**Justification Worksheet for Corporate/In-House Counsel**

1. What are some of the current challenges facing your IP law team today?
2. What AIPLAMW19 sessions address these challenges? Who are the speakers?
3. What exhibitors may offer a solution for your organization?
4. Beyond the education sessions, what attendees or influencers can you connect with at the meeting?
5. Can you connect with your outside counsel in Tampa?
6. From what other aspects of the meeting experience do you anticipate deriving value for you? For your organization?