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

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

**DATE** [Insert Date]

**RE** AIPLA’s 2019 Spring Meeting

I submit this memorandum seeking your authorization to attend the American Intellectual Property Law Association’s [AIPLA] upcoming 2019 Spring Meeting:

* **DATE |** May 15-17, 2019
* **LOCATION |** Philadelphia, PA, USA

**SPONSORING ORGANIZATION** | AIPLA

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

1. **High-level Education Sessions** – The Meeting 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, 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 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** | Insert Applicable Registration Fee ] There is also a daily rate available if you are not able to attend the full conference.
* **LODGING** | [Loews Philadelphia Hotel - $209 per night plus applicable taxes]
* **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 Philadelphia (if applicable).
* I plan to meet with my colleagues from [Insert potential peers from other organizations.]