**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, 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, 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 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 Registration Fee] There is also a daily rate available also if you are not able to attend the full conference.
* **LODGING** | [Loews Philadelphia Hotel - $209/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… 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 clients while in Philadelphia (if applicable).
* I plan to meet with my colleagues from [Insert potential peers from other organizations.]