



Thank you for your interest in attending AIPLA Spring Meeting. We understand that with limited travel and training budgets, receiving approval to attend the AIPLA Spring Meeting may be challenging. Below is a sample justification letter to help you with your request. Consider making your case by adding specific context and explaining the benefits and ROI – for both you and your institution.

We hope to see you at SM26!

Re: 2026 AIPLA Spring Meeting – May 13-15, 2026 | San Francisco, CA

Dear [INSERT NAME],

I am requesting approval to attend the 2026 AIPLA Spring Meeting, and I'd like to share how this opportunity directly supports our team's priorities and strengthens our organization's position in the evolving IP landscape.

The AIPLA Spring Meeting is one of the most established and respected gatherings for intellectual property professionals, consistently drawing hundreds of industry leaders, innovators, and practitioners. It offers a rare concentration of practical, high-value programming—resources that directly align with the challenges and opportunities we are navigating right now.

This year's meeting is especially important. As advancements in AI reshape IP practice at a rapid pace, staying ahead requires ongoing learning, benchmarking against peers, and exposure to proven strategies that can be applied immediately within our organization. No other single event provides this level of depth, expertise, and cross-industry insight in one place.

How this conference aligns with our current needs:

[Insert 2–3 specific organizational challenges or goals—e.g., improving workflow efficiencies, deepening client service capabilities, preparing for AI-related policy shifts, strengthening professional development programs, etc.]

Attending will equip me with actionable solutions, new tools, and relevant frameworks I can bring back to our team. Upon return, I will provide a comprehensive post-conference summary outlining key takeaways, recommended next steps, and opportunities to integrate what I learn into our internal initiatives.



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Estimated Investment:

- Airfare: \$XXX
- Transportation (airport–hotel): \$XXX
- Hotel: (\$329 + tax per night) \$XXX
- Meals: 4 days \times \$75 = \$300
- *Registration Fee:* \$XXX (subject to current pricing)

Total Estimated Cost: \$X,XXX

The registration fee includes conference materials, breakfasts, and multiple networking receptions.

I am also identifying options to reduce costs where possible, including discounted lodging, shared transportation, and vendor-hosted meals. Registering early will help ensure we secure the lowest available rate.

Given the direct professional and organizational benefits—and the immediate applicability of the content—I believe attending the AIPLA Spring Meeting is a strategic investment that will yield strong value for our team and our long-term goals.

Thank you for considering this request. I'm happy to provide any additional details you may need, and I look forward to your feedback.

Sincerely,
[YOUR NAME]