**SAMPLE LETTER TO LAB MANAGER**

Dear <Name of Supervisor>,

I would like to attend The Scientist Expo (TSX). This life science conference will be held September 11-13 at the Hilton Oak Brook Hills Resort in Chicago, Illinois.

TSX, as a live event SOLELY focused on life science techniques, offers a variety of valuable learning experiences that include live demonstrations, workshops, educational sessions, planned networking opportunities and more than 30 exhibiting companies. I will be able to obtain valuable information on the latest applications and techniques as well as learn from leaders in the life science research community. The educational sessions will cover the following topics: genome editing, cell signaling technique, epigenetic analyses, single-cell analytics, bioinformatics/computational biology, microscopy/biomarker analysis. I will also get the chance to visit with numerous vendors who can provide cost-saving solutions for our facility.

Many of the educational sessions will offer techniques and strategies that I can implement upon my return and share with other members of the lab. A few of the sessions that I am particularly interested in include < insert session titles >. I would like to attend these because I feel I will gain < insert learning objectives > and be able to carry out the findings in < insert projects or area of research that will benefit >.

This conference offers the best value in the marketplace, as it is the inaugural event for life science researchers at every level. I will be able to interact with hundreds of life science leaders and industry experts, allowing me to make invaluable contacts for future scientific endeavors.

Educational sessions are led by some of the most well-known scientists and researchers in the life science community. By attending these sessions, I can form lasting connections with experts that will prove beneficial down the road.

The Exhibit Hall will feature companies that provide products and technology solutions to improve efficiency, reduce costs and promote laboratory safety. I will have the opportunity to meet with them and discuss their latest products and services, virtually eliminating the time and cost of future communication to each of these vendors separately.

As for the cost of this event the registration fee is <insert the proper registration option> Additionally, food and drink will be provided at scheduled networking opportunities and a complimentary lunch will be served in the exhibit hall each day of the Expo. A free breakfast will be offered two of the mornings while I am at the Expo. In addition, TSX has arranged for a discounted room rate at the hotel. I am asking for funding for registration fees, travel costs, lodging and food with the understanding that my food expenses will be minimal as I plan to take advantage of the complimentary meals.

I strongly believe attending TSX is a valuable experience that will greatly benefit this <institution /organization>. I will be able to bring home all conference materials, allowing me to share what I have learned with others and train them, if needed.

Thank you for considering this proposal. Please let me know if there is any additional information I can provide.

Sincerely,

<Sign Your Name Here>