



## VALUE OF ATTENDING WORKSHEET AND SAMPLE LETTER

<p><b>Enhancing knowledge and professional skills in human genetics</b></p>	<p>State your institution (lab, department, etc.)’s specific goals or needs, and then state how specific components of the conference will help meet these.</p> <p>Session Content: Which <u>sessions</u> have relevance to your work or the priorities of your organization? Are there sessions that will provide insight into a particular topic area or scientific technique important to your work or to your institution? Identify specifically what you can use, and how.</p> <p>Training and Skills Development: Which of the <u>workshops</u> are most relevant to your professional development goals or your institution’s expectations of you? What new skill(s) or approach(es) will you bring back?</p>
<p><b>Networking</b></p>	<p>ASHG offers unparalleled opportunities to exchange ideas with other geneticists and build collaborations. List the connections you hope to make at ASHG and link them to strategic priorities you have identified above.</p>
<p><b>Team capacity-building (if multiple individuals from your institution attend)</b></p>	<p>If a group from the same institution is attending, think about how you can use this time together away from work to share ideas and build stronger working relationships. You can also create complimentary conference agendas to maximize your collective experience.</p>
<p><b>Learning about new products and innovations</b></p>	<p>The <u>Exhibit Hall</u> showcases more than 200 exhibitors with products and services directly related to clinical and research genetics. Identify the products/services/vendors most related to your work.</p>

Dear []:

I am requesting your support to attend the American Society of Human Genetics' (ASHG) 2016 Annual Meeting in Vancouver, Canada, October 18-22, 2016. The ASHG Annual Meeting is the largest human genetics meeting in the world, with more than **6,228** geneticists from **69** countries in attendance in 2015. This conference provides professionals with five days of learning and collaborative exchange in both clinical and research genetics.

By attending the ASHG Annual Meeting, I will have access to more than 50 platform and invited sessions featuring the best and most cutting-edge research in human genetics. In addition, I will have access to poster sessions, professional development workshops, exhibiting vendors, and formal and informal opportunities to connect with our professional community and experts in the field.

This year, ASHG is offering the following sessions directly tied to my work and/or our institution's priorities [**insert priorities here**], including:

- [**Session name**]

I also look forward to improving my technical and professional skills [**insert your learning priorities here**] through the following workshops:

- [**Session name**]

In the Exhibit Hall, I will have an opportunity to visit posters [**identify posters of relevance**] and view new products [**identify exhibitors of relevance**] and will bring back valuable insights, innovations and learning to others in our organization.

I hope you will approve my registration fee and travel expenditures. Here is an estimated breakdown of the costs:

**Airfare: \$**

**Transportation: \$**

**Hotel: \$**

**Meals: \$**

**Registration fee: \$**

Please accept this letter as my proposal to attend American Society of Human Genetics' (ASHG) 2016 Annual Meeting. I am confident this investment will make an impact on my work and our institution's goals.

Thank you for your time and consideration.

[**Your standard close**]