

Hi [Manager Name],

I would like to attend the FLC 2023 National Meeting from March 28 - 30, 2023, in Cleveland, Ohio. This is the first time in three years that the federal technology transfer community will have the opportunity to gather in person at the largest federal technology transfer professional development event of the year. Attending the National Meeting, will not only further my professional development but also advance our lab and agency as a whole. I will have the opportunity to learn best practices and new strategies from our nation's leading experts to make [insert lab name] more successful.

FLC National Meeting Benefits

- **Finding Real Solutions.** With seven Training Day workshops, ten sessions focused on partnerships, start-ups, commercialization and more, this conference will expand my T2 skills that will benefit our lab. Sessions include addressing diversity gaps in intellectual property filings, improving technology transfer performance, connecting with start-ups, partnership intermediary agreements, mission issues, and so much more.
- **Meeting and Learning from the Experts.** The FLC National Meeting speakers, attendees, and exhibitors are at the forefront of the profession. This is a great opportunity to find out how they stay ahead of the curve. We can apply those practices to [insert your lab name].
- **Networking.** The FLC National Meeting offers robust networking opportunities. I'll make new connections with peers and find out how they are managing common challenges. Additionally, I will meet potential partners, vendors, and others who could help us with [insert current issue you are dealing with].
- **Staying Relevant.** If we want to be and stay relevant, we must embrace, understand, and integrate new methods into our work. There is no better place to learn how to do this successfully than at the FLC National Meeting in Cleveland.
- **Inspiring Our Team.** I'll take what I learn from the FLC National Meeting and share it with our team. I'll leave the conference with the tools and know-how to integrate new strategies into our lab practices.

Here is the list of Training and Professional Development Sessions that the National Meeting will offer, and I have checked the courses and sessions that I plan to attend. ([Schedule-at-a-Glance](#))

The tuition fee for Training Day and the National Meeting is \$900 if I register by March 15, and \$950 after that. This covers all materials, food and beverage, the awards ceremony and banquet. The hotel costs are \$137 per night which is within the government rate.

The FLC 2023 National Meeting is one of the most cost-effective conferences of its size that is devoted to learning about technology transfer. Rather than having to attend multiple events throughout the year, this one will cover everything. I will bring back new ideas, best practices, and new solutions that we can implement right away. I will also develop an overview of my learning and actionable takeaways for the team so that we can all work together to move the office and [insert lab name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]