

Subject: Request to Attend the 2020 National Coastal and Estuarine Virtual Summit

Dear [Decision-maker],

I would like to request approval to attend the National Coastal and Estuarine Virtual Summit from September 29th – October 1st hosted by Restore America’s Estuaries, Save the Bay – Narragansett Bay, and the Coastal States Organization. This bi-annual conference provides an exclusive opportunity for me to [present research to/network with/learn from experts alongside] more than 1,000 participants. I will be personally interacting with leaders in the field of coastal restoration, conservation, management, and blue carbon while honing my skillsets and learning about the latest research and techniques. The full line-up of conference speakers can be found at: <https://estuaries.org/summit/program/>.

My attendance allows me to:

Expand My Knowledge Base – Learn practical technical and success skills from peers and professionals in coastal and estuary restoration and management that can be applied to current or future projects.

Collaborate – Present my/our research in a symposium or virtual roundtable session and receive valuable feedback from other researchers working on similar issues. I can also arrange one-on-one meetings with current and potential partners, learning about new solutions that will help us save money and time while providing the most accurate and reliable results.

Develop Professionally – Many presentations, such as XXXX and XXXX, will provide an overview of cutting-edge research topics directly influencing our jurisdiction. Others, such as XXXX, deal with skills and techniques such as leadership, communications, and stakeholder relations that will assist me/us in the long-term as I/we move forward with _____.

Notable speakers for this year’s Summit include:

- XXXX
- XXXX
- XXXX

In addition to the plenary presentations, I would like to attend the following presentations and roundtable discussions:

- XXXX
- XXXX
- XXXX

The full price to attend is \$350, but can be reduced by \$75 by registering before the early bird deadline of August 31, 2020 (\$275 total) (\$100/\$75 for students). Since the Summit is virtual this year, the only costs incurred are for registration, thus providing a rare opportunity to participate when travel costs may have otherwise been a burden.

The opportunity for me to [present my research to this/attend this summit alongside such a] prestigious audience, develop new skills, and network with potential collaborators make my attendance at the National Coastal and Estuarine Virtual Summit a sound investment of time and funds. I also plan to submit a summary of takeaways and future opportunities upon my return.

Thank you for your consideration. I look forward to your decision.

Sincerely,