Hello [SUPERVISOR],

I would like to request approval to attend the ChIPs NextGen Summit 2023 on September 19th at the United States Patent and Trademark Office in Arlington, VA.

ChIPs NextGen Summit is the premiere event for women in tech, law and policy in the first 10-15 years of their careers. Sessions will help me elevate my career, connect with industry leaders, and learn from fellow ChIPs members, all while offering MCLE credits in a highly cost-effective manner. NextGen Summit also provides opportunity for business development and lifelong connections.

NextGen 2023 is worth the investment in my professional development, because it will impart value to [INSERT ORGANIZATION], supporting my growth in the following ways:

* **Professional Development.** NextGen Summit 2023 will offer numerous sessions centering around key topics in tech and IP in a framework geared towards strengthening my professional skills, including work management, pitching skills, networking, and MCLE.
* **Connect with Industry Leaders.** As an attendee, I will hear from top-tier speakers from all areas of intellectual property. Not only do speakers share their expertise, but they also offer practical advice immediately applicable to my work.
* **Learn from Other Professionals in the NextGen Community.** NextGen allows me to connect with women who are in my similar position. It allows me to learn what they are doing to build success for their organization and allows me to be a leader and share my tips for success.
* **Develop New Business.** NextGen Summit will offer me the opportunity to not only meet other IP lawyers, but practitioners from all areas of tech and IP law. These connections will prove vital in my efforts to develop and growbusiness opportunities for [INSERT ORGANIZATION].
* **Showcase Commitment to Diversity in Our Profession.** My attendance showcases that [ORGANIZATION] values inclusion and challenges other organizations to make a similar commitment. We can further elevate our visibility by becoming a sponsor.

Please find attached a list of the sessions I plan to attend and the event speakers. My projected costs for attending are [INSERT COST]. This includes registration, transportation, lodging, events, MCLE, and meals. You can learn more about the event and sponsorship by visiting [www.chipsnetwork.org/next-gen-2023](http://www.chipsnetwork.org/next-gen-2023).

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

Thank you for your consideration.

Sincerely,