



SEPTEMBER 19, 2023 | USPTO | ALEXANDRIA, VA

TO: Your Supervisor  
FROM: Your Name  
SUBJECT: Request to Attend ChIPs NextGen Summit

Dear \_\_\_\_\_,

I would like your approval to attend the [ChIPs NextGen Summit 2023](#) Tuesday, September 19 at the United States Patent and Trademark Office Alexandria, Virginia.

NextGen Summit is the premiere event for rising women stars in tech law, innovation and government -- produced by [ChIPs](#), the industry's leading global network for women. It can benefit me, our team and our entire organization:

- Skill-building sessions featuring PTAB judges; a “pitch to win” workshop, an interactive panel on AI, and more. I’ll get CLE credits (pending) and share this knowledge with my colleagues.
- A powerful keynote conversation with Kathi Vidal, Director of the USPTO.
- New business connections — I will meet lawyers, practitioners and professionals from all sectors of tech and IP.
- Learn from leaders — and peers. I’ll get experience from industry leaders and advice from my peers.
- Last but not least — the ChIPs NextGen Summit will raise our firm’s profile and showcase our commitment to women and diversity.

ChIPs NextGen Summit is cost-effective. The all-inclusive fee of \$495 includes breakfast, breaks, luncheon and closing reception. Thank you in advance for your approval.

Sincerely,

Your Name