



TTS 2024 **ISTANBUL** TURKEY

September 22-25
30th International Congress of The Transplantation Society

Letter to Manager/Supervisor

(Date)

Dear (Manager/Supervisor Name),

After reviewing the program and activities, I am interested in attending the **30th International Congress of the Transplantation Society**, to be held in Istanbul from September 22nd- 25th, 2024. I have submitted an abstract to the meeting and look forward to presenting my work to an international audience.

The Congress will enable me to attend a number of technical sessions that are directly applicable to my work, such as: (list names of 4-5 sessions). Thought leaders and experts who have faced similar challenges will be facilitating each of these presentations. By attending, not only will it be useful to prepare us with, but it will also be beneficial to learn from how they overcame these obstacles. Incidentally, I have only listed some of the technical sessions I am planning on attending, as including all would make this letter quite lengthy.

The Congress will also be a prime location to network with a variety of academic and industry leaders in our field from around the world. Many of the presentations are tailored to (enter your field here) and give information on how to (list benefits to your responsibilities). Aside from attending the Congress, I also plan on cross-training another lab colleague to be tasked with my duties while I am away. This will afford the opportunity for our colleague to experiment a different work setting and responsibility.

Therefore, I am seeking sponsorship of the registration fee and travel-related expenses during the Congress. A detailed cost breakdown is here below.

The full-price conference fee is (\$), if registered before **June 17, 2024**. The registration includes access to all sessions, exhibit area, materials, internet access, welcome reception and food and beverage offered onsite (coffee breaks and lunches).

The cost breakdown is as follows:

- Roundtrip airfare:
- Transportation:
- Accommodations:
- Meals:
- Conference Add-ons: (ticketed events)

The total cost associated with attending is:

I will be applying for external grants to help support my attendance, including the TTS Mentee-Mentor award and hope that these will help to subsidize the costs of attendance. I look forward to hearing from you.

Sincerely,