

Dear

I am interested in attending the Alzheimer's Association International Conference® (AAIC®) 2017, July 16–20 in London, England. With more than 2,000 scientific presentations, AAIC is the largest international forum to advance dementia science. Attendance at AAIC gives me a unique opportunity to learn about the latest theories and breakthroughs in dementia science with world-renowned basic and clinical researchers.

After careful evaluation of the program, I believe that my attendance at AAIC will provide numerous benefits to our organization. I have attached an overview of the sessions that will provide the greatest value to me and my colleagues, whom I plan to share my experiences with upon my return.

Your support of my registration would be greatly appreciated and would include registration fees, travel and hotel expenses while I attend AAIC 2017. The Alzheimer's Association has secured travel discounts that are available as a benefit of advanced registration. I have attached a cost analysis for you to explore the breakdown of my projected expenses. If I register prior to May 12, registration is only \$, but after that date, it increases to \$.

Thank you for considering this valuable opportunity. Please let me know if there is any other information that I can provide to help assist you in your decisions.

Sincerely,

COST ANALYSIS

Registration fee	The registration fee includes: 1. Over 2,000 poster and oral presentations, symposia and featured research sessions 2. Nine plenary sessions 3. Dementia Care Research and Practice sessions 4. The Emerging Concepts in Basic Sciences series 5. Exhibit hall access 6. Welcome reception	\$
Preconferences, Educational Workshops and additional events	1. 2. 3.	\$
Roundtrip airfare	Discounted airfare available	\$
Transportation fees Taxi/car rental/airport shuttle		\$
Meals		\$
Parking reimbursement	At airport or hotel	\$
Misc. reimbursable expenses:	Check your expense reimbursement policies	\$
	Subtotal	\$
	Total number of employees attending	
	Total	\$

PRECONFERENCE AND SESSIONS I PLAN TO ATTEND:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____