

Dear

I am interested in attending the Alzheimer's Association International Conference® 2020 (AAIC®), July 26-30 in Amsterdam, Netherlands. With thousands of posters and 550 podium presentations, AAIC is the largest and most influential international forum to advance dementia science. AAIC offers a unique opportunity to learn about the latest theories and breakthroughs from the world's leading basic scientists and clinical researchers.

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

I would greatly appreciate your support of my efforts to attend AAIC 2020. I have attached a cost analysis with a breakdown of my projected expenses, which include conference registration, travel and lodging. If I register prior to May 15, registration is only \$, but after that date, it increases to \$. In addition, the Alzheimer's Association offers travel discounts as a benefit of advanced registration.

Thank you for considering this valuable opportunity. Please let me know if there is any additional information that I can provide to help inform your decision.

Sincerely,

COST ANALYSIS

Registration fee	The registration fee includes access to: 1. Over 2,000 poster presentations, symposia and featured research sessions. 2. Plenary Sessions led by distinguished experts. 3. Dementia Care Research and Practice sessions. 4. Emerging Concepts in Basic Science series. 5. The Exhibit Hall. 6. The Welcome Reception.	\$
Preconferences and additional events	1. 2. 3.	\$
Roundtrip airfare	Discounted airfare available.	\$
Transportation fees (taxi/car rental/airport shuttle)		\$
Meals	Some food may be available at functions included in the registration fee.	\$
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. _____