

Dear

I am interested in attending the Alzheimer's Association International Conference® 2025 (AAIC®), July 27-31 in Toronto, Canada, and online. AAIC, the largest and most influential international forum to advance dementia science and clinical practice, offers valuable opportunities to learn about the latest theories and breakthroughs from world-renowned 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 2025. 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 16, registration is only _____, but after that date, it increases to _____. In addition, the Alzheimer's Association offers lodging discounts as a benefit of early bird 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

Attendance	I plan to attend AAIC in person.	I plan to attend AAIC online.
	The registration fee includes access to: 1. More than 4,500 poster presentations, perspectives and featured research sessions. 2. Nine plenary sessions. 3. Dementia Care Research and Practice sessions. 4. Emerging Concepts in Basic Science series. 5. The Exhibit Hall. 6. The Welcome Reception.	
Round trip airfare	Discounted airfare available.	
Transportation fees (taxi/car rental/airport shuttle)		
Meals	Some food may be available at functions included in the registration fee.	
Hotel	_____ nights x _____	
Parking reimbursement	At airport or hotel.	
Miscellaneous reimbursable expenses	Check your expense reimbursement policies.	
		Subtotal
		Total number of employees attending
		TOTAL

SESSIONS I PLAN TO ATTEND:

Please refer to the AAIC website at alz.org/AAIC for the latest session information.

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