

[Letter template for EuCheMS attendance – adapt as necessary]

<Date>

Dear <Supervisor/Manager name>

As an internationally respected, large-scale event for the chemical sciences, the EuCheMS Chemistry Congress is an excellent venue for promoting <organisation name>. The scope and scale of the 2018 congress means that there will be abundant opportunities to gather valuable contacts and develop knowledge that will be of direct benefit to the business.

<Include if relevant: As you know, I will be delivering a poster/an oral presentation at EuCheMS and> I am writing to request funding to cover the cost of attending (including registration fee and travel expenses). A detailed cost breakdown follows.

Conference name: 7th EuCheMS Chemistry Congress – Molecular frontiers & global challenges

Dates: 26–30 August 2018

Location: ACC Liverpool, UK

Organisers: The European Association for Chemical and Molecular Sciences (EuCheMS), the Royal Society of Chemistry

Key benefits of attending: [delete/retain bullets as appropriate]

- A wide selection of information-rich talks from field experts across seven interdisciplinary themes, including <insert relevant [programme sub-themes](#)>, which can be put to immediate use as part of <reference your own projects here>.
- Raising awareness of expertise within our organisation through delivering <a poster/an oral presentation> to peers and colleagues.
- A mix of researchers, decision makers and service providers will attend, offering multiple opportunities to strengthen existing or find new partnerships.
- Discussions and workshops on topics including diversity and training techniques will provide the chance to build transferable knowledge – this will benefit the wider organisation.
- Exposure to the latest equipment and instruments will ensure that we are up to date with advances.
- I will achieve one of my professional development objectives by delivering a <poster/talk>.
- I will be able to connect with and learn from other researchers at a similar career stage.

I have listed a sample of the sessions available that I think will be most relevant to my projects, but I would be very interested in your suggestions for additional sessions to consider. You can find details of the conference programme on the [EuCheMS congress website](#).

[Cost breakdown section – delete as appropriate based on your circumstances]

Version 1: **standard registration**

Cost breakdown

The full cost of registering for the congress is <£650/€775>. This is reduced to <£575/€675> if I register before 4 June.

Version 2: **standard – student registration**

Cost breakdown

I am classed as a student, so the full cost for me to attend the congress is <£475/€575>. This is reduced to <£400/€475> if I register before 4 June.

Version 3: **discounted registration**

Cost breakdown

As a <Royal Society of Chemistry/EuCheMS member>, I can register for the congress at the discounted rate of <£575/€675>. This will be further reduced to <£500/€575> if I register before 4 June.

Version 4: **discounted – student registration**

Cost breakdown

As a student member of <the Royal Society of Chemistry/EuCheMS>, I can register for the congress at the discounted rate of <£400/€475>. This will be further reduced to <£325/€375> if I register before 4 June.

Return air/train fare: <£/€xxx>

Transportation: <£/€xxx>

Hotel: <£/€xxx> [for reference: [details on discounted accommodation](#)]

Meals: <£/€xxx>

Cost of congress registration: <£xxx +VAT>

Total cost: <£/€xxx>

I am confident that there will be significant returns from attending the 7th EuCheMS Chemistry Congress, and the time away from the office will be vastly outweighed by the investment in knowledge development, networking and collaboration opportunities that attendance will provide.

<Yours sincerely/Best wishes>

<Your name here>