**Subject:**

Request to attend 2020 Automated Vehicles Symposium, July 27-30, A Full Virtual Event

**Body:**

Dear [INSERT SUPERVISOR NAME],

I've been looking into the 2020 Automated Vehicles Symposium as a potential resource for us. It is the largest AV-focused event in the world and features the latest research on development and deployment of AV technologies. It will be held on an interactive virtual platform this year on July 27-30, and I think it would be extremely beneficial for us to have a representative participate. Some of the direct benefits of attendance include [INSERT YOUR SPECIFIC GOALS HERE].

With the same full agenda of the in-person conference – including 20+ plenary sessions, 40+ interactive breakout sessions, and 30+ research poster presentations – I will select the specific sessions that are directly applicable to my role and our work for real-time participation. The breakouts in particular are completely interactive to work on technical issues with other attendees. And new for the Symposium this year, I will also be able to view all the sessions On-Demand for 90 days after the event, allowing me to experience the remaining content over the next several months.

In addition to the education, I will have the opportunity to connect and collaborate with all attendees through community modules where I can crowdsource input on any of my specific questions or host a roundtable to workshop specific ideas or challenges. There will also be exhibitors with new and novel solutions, available to provide demos and have 1:1 discussions. After review, the virtual platform allows for a more customized experience to ensure I get exactly what we need out of the event.

I've estimated my costs to attend the show below, which are naturally much lower than an in-person Symposium. I think it will be a valuable investment considering I'll be able accomplish a significant amount in just four days.

**Symposium Estimated Costs:**

Flight: $0

Ground transportation (airport round trips): $0

Hotel at the discounted event rate: $0

Meals: $0

Registration: $[INSERT YOUR REGISTRATION COST HERE - [Website](https://www.automatedvehiclessymposium.org/register)]

Total projected costs: $\_\_\_\_

Here’s the event website for your reference: [www.avsymposium.org](http://www.avsymposium.org). I strongly advise that attending the 2020 Automated Vehicles Symposium will have significant value for us, and I intend to share the knowledge and insights I gain when I return. Please let me know if you’d like more information, and thanks in advance for your support.

Best regards,

[INSERT YOUR NAME]