Dear [Department Chair/Supervisor],

I am writing to request approval to attend the [2019 MindWare Technologies Psychophysiology Seminar and Workshop](https://support.mindwaretech.com/?page_id=5454). I believe my participation at the seminar and workshop will advance my research and provide opportunities for professional growth and development, ultimately helping to enhance our institution’s standing within the scientific community.

The 2019 training event is taking place April 5th-7th at [The Linq in Las Vegas, Nevada](https://www.caesars.com/linq). The presenters this year are [Dr. Greg Norman](https://psychology.uchicago.edu/directory/greg-j-norman) and [Dr. Gary Berntson](https://psychology.osu.edu/people/berntson.2), acclaimed researchers in the field. The event will last 2 & 1/2 days to allow for in-depth coverage of the three most researched physiological measures – Heart Rate Variability, Impedance Cardiography, and Electrodermal Activity.

My projected costs for attending the 2019 MindWare Technologies Psychophysiology Seminar and Workshop are:

|  |  |
| --- | --- |
| Registration Fee | $435 |
| Hotel (3 nights, 4/4-4/6) | $444 (plus taxes & fees) |
| Airfare | $XXX |
| Miscellaneous (Meals, Taxi, Etc.) | $XXX |
| ***Total*** | *$XXX* |

This investment of financial resources and my time at the seminar and workshop will help enhance my research and professional knowledge. It will also broaden my network of contacts that share our research interests. I would be happy to present key takeaways to you and our fellow colleagues upon my return.

I appreciate your consideration of my request and look forward to receiving your approval.

All the best,

[Your Name]