Dear [Department Chair/Supervisor],

I am writing to request approval to attend the 2020 MindWare Technologies Psychophysiology Seminar and Workshop. 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 2020 training event is taking place April 17th-19th, 2020 at Marriott University Park in Salt Lake City, Utah. 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 heart rate variability, impedance cardiography, and blood pressure variability.

My projected costs for attending the event are:

|  |  |
| --- | --- |
| Registration Fee | $535 |
| Hotel (3 nights, 4/16-4/19) | $330 (plus taxes & fees) |
| Airfare | $\_\_\_ |
| Miscellaneous (Meals, Taxi, Etc.) | $\_\_\_ |
| ***Total*** | *$\_\_\_* |

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]