

Dear

I am interested in attending the Alzheimer's Association International Conference® 2024 (AAIC®), July 28-Aug. 1 in Philadelphia, USA, and online. AAIC, the largest international forum to advance dementia science, provides valuable opportunities to hear from leading experts and network with researchers and clinicians from around the globe.

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 2024. 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 19, 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 supporting my attendance. Please let me know if there is any additional information that I can provide to help inform your decision.

Sincerely,

COST ANALYSIS

Attendance	<input type="checkbox"/> I plan to attend AAIC in person. <input type="checkbox"/> I plan to attend AAIC online.	
Registration fee	The registration fee includes access to: 1. More than 4,500 poster presentations, perspectives and featured research sessions. 2. Eight plenary sessions. 3. Dementia Care Research and Practice sessions. 4. Emerging Concepts in Basic Science series. 5. The Exhibit Hall. 6. The Welcome Reception.	\$
Roundtrip 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.	\$
Misc. 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. _____