



Meeting Justification Toolkit

INTRODUCTION

Do you need to request support from your institution or company to attend the joint 26th North American ISSX Meeting and 39th Annual JSSX Meeting?

This toolkit equips you with the knowledge and resources you need to justify the expense of attending. Inside, you'll find:

1. Educational Details from the Meeting Program
2. Sample Letter of Request for Your Employer
3. Sample Benefits Worksheet
4. Sample Meeting Expense Worksheet

ISSX/JSSX 2024 EDUCATION

This meeting provides an exceptional opportunity for researchers, from academia and industry alike, to learn, network, and exchange ideas. In addition to an outstanding scientific program, the meeting provides you with access to state-of-the-art exhibits, ample opportunities to socialize and collaborate with friends and colleagues, and to present your research during our poster presentation sessions.

View the full program online: <https://www.issx2024.org/issxjssx/program>.

LETTER OF REQUEST

Use our sample letter as an email or print it out and sign it.

No matter how you submit your request, this sample letter will help you focus on:

Educational opportunities for you and your team

1. Networking opportunities for current and future research
2. Collaborative opportunities to work in partnership with scientists from around the world

[Download the sample letter of request.](#)

BENEFITS WORKSHEET

The benefits worksheet will help your supervisor understand why you should attend this meeting and can be used to support your letter of request and used as a worksheet when you are on-site at the meeting.

The worksheet will help you to pinpoint:

1. Educational benefits,
2. Networking benefits,
3. Current and future tools,
4. Current and future technology, and
5. Current and future processes.

[Download the sample benefits worksheet.](#)

EXPENSE WORKSHEET

The expense worksheet will give your supervisor a view of all meeting expenses.

Early Registration Deadline: April 30, 2024

The worksheet will help you to identify these expenses:

1. Meeting registration fees,
2. Optional short course registration fees,
3. ISSX Membership dues (for discounted meeting and short course registration),
4. Flight, lodging, and transportation costs, and
5. Meal expenses.

[Download the sample expense worksheet.](#)

UPCOMING DEADLINES

Be aware of the upcoming hotel room reservation deadline to ensure you get the best return on investment:

- April 7: [Abstract Submission Deadline](#)
- August 16: [Discounted Hotel Room Block Closes](#)

We look forward to greeting you in Honolulu this September!