



**ISSX|20**  
**MDO|22**

# Meeting Justification Toolkit

# INTRODUCTION

**Do you need to request support from your institution or company to attend the ISSX/MDO 2022 Meeting?**

This tool kit 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 to Your Employer
3. Sample Benefits Worksheet
4. Sample Meeting Expense Worksheet

# ISSX/MDO 2022 EDUCATION

This meeting will bring together individuals who are actively working on drug/ xenobiotic research in diverse fields including basic and clinical pharmacology and therapeutics, toxicology, oncology, endocrinology, physiology, biochemistry, medicinal chemistry, molecular and structural biology, and genetics.

**The scientific and social programming will inspire connection and collaboration.** This meeting features four plenary lectures, eleven symposia, an ISSX membership meeting, four ISSX focus group short courses, and a session for new investigators. Social activities include time with exhibitors, poster viewings, and a networking happy hour.

View the full program online: [www.issx2022.org/program](http://www.issx2022.org/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:

1. Educational opportunities for you and your team
2. Networking opportunities for current and future research
3. 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, and
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.**

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
5. Meal expenses

[Download the sample expense worksheet.](#)

# PUT IT TOGETHER

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

- July 24: [Abstract Submission Deadline](#)
- August 12: [Discounted Hotel Room Block Closes](#)

We look forward to greeting you in Seattle this September!