



JUSTIFY YOUR ATTENDANCE

Below you will find several helpful tips and documents for you to demonstrate that your attendance at SAE International's Innovations in Mobility is a valuable investment.

WRITE A LETTER TO MANAGEMENT

Do you need help getting approval to attend Innovations in Mobility? If so, download our customizable [Dear Boss letter](#) to submit a memo to your supervisor about the value you and your organization would receive from your attendance at Innovations in Mobility.

BE MONEY CONSCIOUS

In today's challenging economic environment, it's important to save money where you can. The lower your expected expenses are, the greater the chance your trip to Innovations in Mobility will be approved by management. Reduce overhead by [pre-registering for the event](#) – all registrations completed by October 11, 2019 will receive a \$100 early registration discount.

[Interested in becoming an SAE Member](#)? Join SAE's network of 127,000 members and start empowering yourself today with member benefits that include technology resources, career enhancement, professional development, networking, leadership, and recognition opportunities. Members also save up to \$300 on registration for Innovations in Mobility.

Lower expected costs even more by booking your room in the [Innovations in Mobility hotel block](#) to take advantage of specially-negotiated rates*.

**Hotel discounts expire on October 11, 2019*

ATTEND AS MANY TECHNICAL AND NETWORKING SESSIONS AS POSSIBLE

Innovations in Mobility will provide attendees with a revolutionary technical experience in the areas of Smart Manufacturing, Next Gen Materials, Advanced Propulsion, Smart Mobility and Infrastructure, Automated and Unmanned Mobility, and more under one singular event.

Eight previously held SAE International events will be co-located into 5 technology tracks – creating the most comprehensive technical program, all being offered together at our Innovations in Mobility event.

Previously held SAE International events:

- ADAS to Automated Driving Symposium
- Co-Optimization of Fuels and Engines Symposium
- Additive Manufacturing Symposium
- Augmented and Virtual Reality Symposium
- Engine and Materials Convergence Conference
- Range Extenders Symposium
- Automated and Connected Vehicle Systems Testing Symposium
- Transmission and Driveline Technologies Symposium

All technology sessions will be carefully aligned so that attendees can participate in multiple tracks and effectively create an event that meets their specific needs.

CREATE A TRIP REPORT AFTER INNOVATIONS IN MOBILITY

Once your manager sees the number of new business contacts you made, what you have learned and how that knowledge can be applied across your company, they will be more inclined to send you to Innovations in Mobility again, or even join you next year. [Download a sample trip report here.](#)

SHARE YOUR KNOWLEDGE WITH YOUR COWORKERS

Bring your Innovations in Mobility materials back to the office to share with your coworkers. Also, offer to present your learnings at a future staff meeting.

DEAR BOSS LETTER: Attending Innovations in Mobility

Customize this letter/email to fit your situation and needs

<Supervisor Name>,

I am seeking your approval to attend SAE International's Innovations in Mobility. The event will be held in Novi, Michigan this October 29-31, 2019.

[Innovations in Mobility](#) is the industry's most forward-thinking event for [\[insert title/industry\]](#) who need knowledge, insight, and solutions in the ever-changing mobility industry. Through three days of expert-led technical education, peer-to-peer networking, and a technology-driven exhibit floor, [I will gain critical information](#) on fundamental issues faced by the mobility industry amid the rapidly advancing technology marketplace in the critical areas of Smart Manufacturing, Next Gen Materials, Advanced Propulsion, Smart Mobility and Infrastructure, and Automated and Unmanned Mobility.

At this event, five distinct tracks co-locate the educational components of [eight previously held SAE International events](#) – with added technical programming. The technology sessions are carefully aligned so that I can participate in multiple tracks and effectively create an event that meets our organization's specific needs.

Benefits of attending:

- Participate and share in the newest technical knowledge
- A planned technical agenda focused specifically on critical issues impacting the mobility industry
- Discover new mobility products and technologies on the show floor
- Gain new skills through interactive presentations and demonstrations from industry thought leaders
- Build your network with peers and companies from all over the world
- Collaborate with industry leaders to innovate and revolutionize the industry

By attending Innovations in Mobility, I will gain the insight I need to perform my job at the highest level.

This is an informative industry event that will enable me to attend several technical sessions that are directly applicable to my work and will allow me to network with a variety of experts from across our industry. By attending I will have the opportunity to ask questions and engage with presenters directly. This direct access to information from experts themselves will greatly reduce the time and costs it takes me to research these topics.

In addition to the education, I will also be able to meet with the organizations that are showcasing their latest innovations and services in the exhibit hall.

Below is the approximate cost of attending for your review:

Airfare: \$
Hotel: \$

(Includes <\$50/\$100> discount)

Meals: \$

Registration: \$

Total: \$

Please let me know if you have any questions, and thank you in advance for your support in my professional development.

Sincerely,

<Your name >



TRIP REPORT

TO:
FROM:
DATE:
SUBJECT: Innovations in Mobility

ABOUT Innovations in Mobility:

Innovations in Mobility is the central location to gather valuable technical knowledge, insight, and critical information on Smart Manufacturing, Next Gen Materials, Advanced Propulsion, Smart Mobility and Infrastructure, Automated and Unmanned Mobility, and more under one singular event. This event also serves as the platform to explore trending mobility topics and to provide perspective on the direction of the industry.

MAIN PURPOSE OF ATTENDING:

State here the main reason(s) why you chose to attend Innovations in Mobility.

TOP THREE THINGS I LEARNED FROM ATTENDING Innovations in Mobility:

1.	
2.	
3.	

SUMMARY OF EXPERIENCE:

State in this section your overall attendee experience. Was it worth your time and money? Do you wish you had more/less time at Innovations in Mobility? What takeaways did you get out of attending the technical program? How did you feel about the variety of products/services/equipment on display at the exhibits?

RECOMMENDATIONS:

Include in this section how you want to implement the knowledge you gained at Innovations in Mobility at your company. Are there new products/services/solutions that you saw at the exhibits that you want your company to purchase or research further? Also state here if you feel that other people should have attended or should attend Innovations in Mobility in 2020.

COST BREAKDOWN:

	Budget	Actual
Registration Fee	\$	\$
Airfare	\$	\$
Transportation	\$	\$
Hotel	\$	\$
Meals	\$	\$
<u>TOTAL</u>	\$	\$

NEW CONTACTS MADE:

Contact 1 Full Name	Company Name	Title	Area of Expertise
Contact 2 Full Name	Company Name	Title	Area of Expertise
Contact 3 Full Name	Company Name	Title	Area of Expertise
Contact 4 Full Name	Company Name	Title	Area of Expertise
Contact 5 Full Name	Company Name	Title	Area of Expertise
Contact 6 Full Name	Company Name	Title	Area of Expertise
Contact 7 Full Name	Company Name	Title	Area of Expertise