



JUSTIFY YOUR ATTENDANCE

You recognize the value of attending the [Thermal Management Systems Symposium \(TMSS\)](#), but how do you communicate that to management? Below you will find several helpful tips, materials, and documents for you to use to demonstrate that your attendance at TMSS is a valuable investment.

WRITE A LETTER TO MANAGEMENT

Do you need help getting approval to attend TMSS? 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 TMSS.

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 TMSS will be approved by management.

[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 TMSS.

Book your room in the TMSS hotel block to take advantage of specially negotiated rates, and be sure to [register by October 14, 2018](#) to secure early registration discounts.

ATTEND AS MANY CONTENT AND NETWORKING SESSIONS AS POSSIBLE

Attendees will have access to sessions ranging in a variety of topics including:

- Thermal Management
- Fuel Consumption
- Power Systems

- Propulsion
- Systems Engineering
- Safety
- Refrigerant

Attendees can participate in the ample networking opportunities with engineers, business professionals, executives, students and professors from Tier 1 suppliers, OEMs, chemical companies, and academia. Learn from leading experts from around the world and bring back ideas to your organization for immediate implementation.

CREATE A TRIP REPORT AFTER TMSS

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 TMSS again, or even join you next year. [Download a sample trip report here.](#)

SHARE YOUR KNOWLEDGE WITH YOUR COWORKERS

Bring your TMSS materials that you collect onsite back to the office to share with your coworkers. Also, offer to present your learnings at a future staff meeting.

DEAR BOSS LETTER: Attending SAE 2019 Thermal Management Systems Symposium

Customize this letter/email to fit your situation and needs

<Supervisor Name>,

I am seeking your approval to attend SAE 2019 Thermal Management Systems Symposium (TMSS) in Plymouth, Michigan this October 15-17. This vital industry event is the premier convening point for forward-thinking engineers, executives, OEMs, and academia to collaborate and hear presentations on a range of the latest developing technologies, regulations, and applications for thermal management systems. TMSS serves as the platform to explore regulatory compliance strategies with leading national and international experts.

With the on-going developments and advancements in vehicle powertrains, including hybrid-electric, electric, and fuel cell vehicles; all thermal management systems, including mobile air conditioning systems, require new concepts to provide heating and cooling of the passenger compartment, as well as vehicle components (i.e., batteries), and systems (vehicle fuel systems). By attending this event, I will have the opportunity to engage with the exceptional talent and innovative trendsetters in the automotive industry – which will expand my skills and increase our overall business intelligence and productivity. It is imperative that we are present at this event, and I hope that you will approve my attendance.

Benefits of attending:

- Acquire practical knowledge about the latest thermal management technologies and regulations in the industry
- Interact with key players and experts in the field through networking opportunities designed to foster professional collaboration
- Gain new skills through interactive presentations and demonstrations from industry thought leaders

By attending this symposium, I will gain the insight I need to perform my job at the highest level.

After reviewing the agenda, I have identified technical sessions that will help me to gain knowledge and understanding of how we can improve. 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.

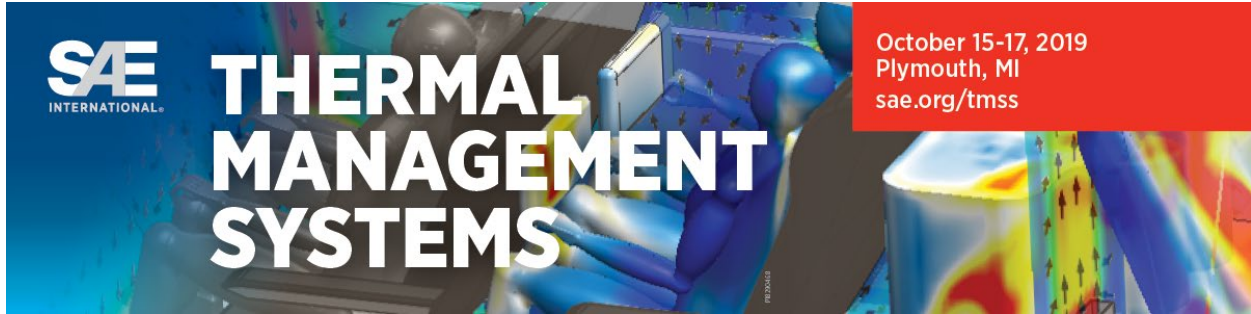
Below is the approximate cost of attending for your review:

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: Thermal Management Systems Symposium Trip Report

ABOUT Thermal Management Systems Symposium:

The Thermal Management Systems Symposium (TMSS) is the premier event that focuses on key topics in the field of ground vehicle thermal management technologies. TMSS also explores regulatory compliance strategies with leading experts.

MAIN PURPOSE OF ATTENDING:

State here the main reason(s) why you chose to attend TMSS.

TOP THREE THINGS I LEARNED FROM ATTENDING TMSS:

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 TMSS? What takeaways did you get out of attending the technical program? How did you feel about the variety of products/services/equipment on display?

RECOMMENDATIONS:

Include in this section how you want to implement the knowledge you gained at TMSS at your company. Are there new products/services/solutions that you saw on the show floor 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 the TMSS.

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