[Date]

Dear [Manager’s Name],

I would like to attend the 36th International Symposium on Human Identification this year at the Palm Beach Convention Center in West Palm Beach, Florida, USA from November 3-6, 2025. ISHI is the largest annual conference to focus entirely on DNA typing and I believe attending would benefit both me and our institution.

ISHI offers a good value for the level of intensive forensic education that I would receive over the course of three days. As an attendee of ISHI, I would have access to:

* The General Session talks featuring industry leaders and emerging technologies
* 95+ Scientific Poster presentations over the course of two days
* An exhibit hall featuring vendors in the forensic field
* Networking opportunities on Monday and Wednesday evenings
* Focused topic lunches on Tuesday and Wednesday
* Many exciting workshop options

Flexible registration options:

* Lock in your early bird rate today and choose the “pay later” option to defer payment until check-in.
* No cancellation or transfer fees—register with confidence.
* Group Discount: Save an additional $50 per person when registering five or more attendees (email ISHI@promega.com to apply).

The International Symposium on Human Identification attracts an international audience of forensic professionals. In 2024, there were over 900 attendees at the conference, including many attendees from different countries such as United Kingdom, Mexico, Brazil, China, Germany, Italy, Korea, Pakistan, Singapore and Australia. Attendees represented a variety of professions, including Criminalist, Professor, Technical Leader, Lab Director, CODIS Analyst, Forensic Scientist, Research Scientist, and President/CEO.

I am seeking approval for the registration fee and following travel expenditures.

|  |  |
| --- | --- |
| Airfare |  |
| Transportation |  |
| Hotel |  |
| Meals |  |
| Conference Ticket |  |
| Additional Workshops |  |
| **Total** |  |

If I register before August 22, 2025, I will save $200 on the cost of a conference ticket and will receive discounts on the cost of workshops as well. Payment can be made at a later date or at the event itself.

I’ll receive a certificate of attendance for the conference as well as for any additional workshops that I attend for my training records.

Please accept this proposal to attend as I’m confident in the significant return we will receive for the small investment. For more information on ISHI, please visit [www.ishinews.com](http://www.ishinews.com) or email [ISHI@promega.com](mailto:ISHI@promega.com).

Thank you for your consideration,

[Name]