

Use this letter, filling in your personal information, to share with your supervisor, PI, department head, or others to make the case for essential travel to attend and present an abstract at Neuroscience 2025 in San Diego, CA.

Request for Essential Travel & Funding to Present an Abstract at Neuroscience 2025

<DATE>

Dear <NAME>,

I am requesting to represent our <PROGRAM/LAB/INSTITUTION/ETC.> by sharing <MY/OUR> research at the Society for Neuroscience's (SfN) 2025 annual meeting, the premier event of the world's largest neuroscience organization, taking place November 15–19 in San Diego. This is the most important neuroscience meeting in the world, attended by the top scientists in the field, making attendance crucial to furthering my research and neuroscience network.

Presenting an abstract in-person on <TOPIC> at Neuroscience 2025 will allow me to:

- Raise awareness of <PROGRAM/LAB/INSTITUTION/ETC.>'s critical work among leaders in the field and thousands of other attendees at one of the largest scientific and medical meetings in the world.
- Receive vital feedback from peers and experts from around the world, gathering new perspectives and ideas necessary for the continuation of our research endeavors.
- Report key takeaways from five days of scientific sessions, lectures, exhibits, and other events pertinent to <RESEARCH AREA>, with exposure to information not available anywhere else.
- Develop collaborations with other scientists both within and outside of <RESEARCH AREA> that is crucial for ongoing progress.
- Network with other scientists, identifying opportunities for research funding, professional opportunities, training advances, and more.

To make this experience possible, I am requesting funds to offset the following expenses:

- SfN <MEMBER TYPE> membership dues (*required for abstract submission*): <SX>
- Neuroscience 2025 abstract submission/handling fee: \$170
- Neuroscience 2025 <REGISTRATION CATEGORY> registration fee: <SX>
- Roundtrip airfare to San Diego: <SX>
- Lodging in San Diego: <SX>
- Other expenses (visa processing, ground transportation, meals, incidentals, etc.): <SX>

Altogether, my expenses for presenting at Neuroscience 2025 would total approximately <STOTAL>. Considering the continuation of research and invaluable benefits that I expect to be able to take away from this experience and share with my <PROGRAM/LAB/INSTITUTION/ETC.> colleagues, I hope you will regard this an essential investment.

Thank you for considering this request.

Sincerely,

<NAME>