



2021 AOCs Annual Meeting & Expo

May 2–5 | Oregon Convention Center | Portland, Oregon, USA

How to convince your supervisor to support your AOCs Annual Meeting experience

You know the annual meeting will help you reach your professional goals, but how will you demonstrate to your supervisor that investing in your annual meeting experience is an investment for your organization as well?

AOCs has three steps to help you secure the funding you need to join your colleagues in Portland, Oregon, USA in 2021.

Step 1: Build a meeting agenda for yourself.

Identify the **technical sessions**, **Hot Topic Symposia**, and **networking activities** that you plan to attend. If you are member of an AOCs **Common Interest Group**, **Division** or **Section**, the group's activities are quality ways for you to network with those of like-minded interests and learn how you can develop leadership capabilities that you can bring back to your organization.

Step 2: Connect the investment.

The “Why?” is the most important part of your pitch: connect how your knowledge building and networking will not only provide personal growth but also a solid return on investment for your supervisor, team and larger organization. You can do this by connecting titles and content of sessions and symposia to your current and future tasks and project goals.

Consider answers to the following questions:

- How will the annual meeting expand your technical knowledge, business knowledge or both?
- What knowledge will you bring back to your organization and share with colleagues?
- What networking opportunities will allow you to build global contacts in your respective industry(ies)?

Bring your answers, along with your personalized agenda, to an in-person conversation with your supervisor or use them to complete the email template on page 3.

Government and academic attendees may want to also include information on the following:

- **Meeting with working groups, committees or both:** The annual meeting provides a forum for working groups and committees to convene amid the latest research updates and eliminate travel expenses for a separate meeting.



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- **Learn about future funding opportunities:** The annual meeting provides networking events that foster academia and industry collaboration.
- **Provide students and young professionals with early career development:** Students can gain input on their research by presenting, network with fellow students and potential future employers, and learn about the latest research and technology in their field(s) of interest.

Step 3: Discuss the meeting with your supervisor sooner rather than later.

As soon as you have completed Steps 1 and 2, meet with your supervisor or send him or her your tailored version of the email template on page 3.

If you are not an AOCS member, **consider adding membership** to your registration to save up to US \$200 off registration and to stay connected to AOCS colleagues and resources.

Internal approval processes can take a long time, too; starting early means you do not have to pressure your supervisor or others into pushing necessary forms or emails through your organization's approval process, if it has one.

Remember, AOCS has awards and travel grant funding available!

AOCS offers more than 40 opportunities for presenters at the AOCS annual meeting to gain recognition for their hard work and achievements in the form of professional and student awards as well as travel grants.

Don't delay, apply today:

- October 1 is the submission deadline for [Student Awards](#).
- February 1 is the submission deadline for junior researcher and student [Travel Grants](#).

Each award has its own specific and unique nomination requirements. [Learn more about AOCS awards](#).

Email Victoria Santo at awards@aoacs.org if you have any questions.



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Dear [name],

The [2021 AOCs Annual Meeting & Expo](#) is a premier international science and business forum on fats, oils, surfactants, and proteins. Attending this conference will help me build knowledge and expand my network in [your area of expertise].

I have identified three specific areas where my attendance will provide the greatest return on investment, which I have estimated in the table below.

- Session/symposia title
 - [Personalized description connecting title and/or content to your current or future tasks, projects or both.]

- Session/symposia title
 - [Personalized description connecting title and/or content to your current or future tasks, projects or both.]

- Session/symposia title
 - [Personalized description connecting title and/or content to your current or future tasks, projects or both.]

Expense	Cost (US \$)
Registration	
Airfare	
Transportation	
Hotel	
Meals	
Total	

I welcome the opportunity to meet with you and further discuss how attending this meeting will benefit my professional development as well as our team.

Sincerely,

[Your name]