

May
2021



2021 AOCs Annual Meeting & Expo

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 recommends three steps to help you secure the funding you need to join your colleagues at the 2021 AOCs Annual Meeting & Expo.

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:

- **Make connections with industry:** The AOCs Annual Meeting features research from the top academic and government laboratories worldwide, and includes a robust academic community with special interest groups for students and for educators - but almost 70% of conference attendees are from industry - a sharp contrast to other more academic-focused events.

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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. This provides a registration discount and a way to stay connected with the people you meet, and benefit from the many resources provided by AOCs after the meeting.

Internal approval processes can take a long time; 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.

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Dear [name],

The [2021 AOCs Annual Meeting & Expo](#) is a premier international science and business forum on fats, oils, surfactants, surfactants, proteins, biobased and sustainable materials. 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.

- 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.]

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]