

## How to Convince Your Employer to Allow You to Attend ASTM International Meetings?

When you attend the ASTM International Technical Committee meetings, you will gain valuable benefits through participation in the standards development process. Your professional development will be as significant a benefit to your employer as it is to you because you will return with advanced knowledge and skills to contribute to your organization. But, your employer needs to know why to invest in you before they say “yes.”

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➤ **Tips for making a strong business case with your employer include:**

- ❖ Bullet the most important standards issues facing your organization
- ❖ Identify your role in contributing to these issues and plans
- ❖ Outline what meetings or connections would relate to and help support your contributions
- ❖ Prepare an estimate of costs: airfare, hotel, meals, transportation, etc.
- ❖ Plan back-up for your work while you are at the meetings
- ❖ Write all this information down clearly in a request to your employer. See a sample proposal for your employer on the next page.
- ❖ Meet with your employer in person and early! Last-minute requests don't work as well and arrangements to attend early could save your employer money. If you don't get an answer right away, be sure to follow up quickly.
- ❖ Not yet a member of ASTM International? Make sure your employer knows that you can benefit even more as a member of ASTM International. (See member benefits [here](#).)
- ❖ Finally, once you've been approved and attend the ASTM meetings, follow through with the plan you made. Take notes, connect with colleagues, take home helpful information, and share what you have learned with your co-workers and employer.



[Date]

Dear [Supervisor Name]:

To provide [organization name] with important information related to the technical standards that affect our business, I would like to attend the ASTM International Technical Committee XX meetings [date] in [location]. The meetings offer a venue for making contact with professionals from around the world and interacting with business competitors and customers on a cooperative technical basis. In addition, I'll receive current information on revisions to standards and new standards that impact our business on a daily basis.

The following are some of the meetings that would be of particular relevance to my current position: (a list of meetings and their schedules can be obtained [here](#).)

[List meetings that will address the organization's most important issues or plans, and your role in helping to reach those goals.]

- Meeting 1
- Meeting 2
- Meeting 3

Cost

[List estimate of airfare, hotel, meals, transportation, etc.]

- Airfare
- Hotel
- Meals
- Transportation
- Other

Cover of work responsibilities

[Write back-up plan for your work while you are away.]

Summary of Benefits

[Write a clear case as to why your attendance will be a good investment to you and your organization.]

In addition, I would be more than willing to provide training to my colleagues on what I've learned upon my return.

Thank you for your consideration.

Sincerely,

[Your name]