

Subject: Justification Letter: 2024 National Society of Black Engineers (NSBE) Annual Convention Attendance

Dear

I am writing to request approval and financial support for my attendance at the 2024 National Society of Black Engineers (NSBE) Annual Convention, including its Technical Professional Conference, scheduled to take place from March 20 to March 24, 2024, at the Georgia World Congress Center in Atlanta, GA. As a dedicated member of [organization name], I believe that participating in this significant event is not only beneficial to my personal and professional growth, but also aligns with our company's mission and values.

The National Society of Black Engineers is a not-for-profit organization founded in 1975 to promote and support globally diverse technical talent. NSBE is one of the largest student-managed organizations in the world and is dedicated to the academic and professional success of Black engineering students and professionals worldwide. NSBE has over 35,000 members and more than 300 chapters in the U.S. and abroad. NSBE's headquarters is in Alexandria, Virginia, U.S.A.

This year marks a historic milestone for NSBE as it celebrates its 50th convention, dedicated to perpetuating its mission, to "increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community," The convention's theme, "Engineering CommUNITY," captures the essence of NSBE's mission, emphasizing the importance of unity, excellence, and community engagement in the engineering field.

Below you will find key reasons why attending the NSBE Annual National Convention and the Technical Professional Conferences are crucial to my personal and professional development:

Professional Development: The convention offers transformative STEM educational and collaborative learning opportunities, helping me stay at the forefront of industry trends and innovations.

Leadership and Management: The convention offers valuable insights into leadership and management in the engineering field, providing an opportunity to enhance my skills and knowledge.

Mentorship and Advancement: I will have the chance to connect with diverse professionals who can serve as mentors, offering guidance and support for my career advancement.

Special Interest Groups (SIGs): The convention features SIGs that cover various areas of interest, such as entrepreneurship, medical/health, aerospace, IT, process improvement, women in science and engineering, and young technical professionals, allowing me to explore and engage with my specific interests.

Networking: Networking is a cornerstone of professional growth. The convention provides ample networking opportunities, including SIG mixers, career engineering networking suites, and Tech Talks.

Community Engagement: As part of my commitment to the community, I can request to serve as a judge in support of the Pre-College Initiative (PCI) program, which aligns with our organization's values of community engagement and outreach.

As it relates to Convention costs, the Convention Planning Committee has made special arrangements for affordable hotel rates*, ranging from \$154 to \$289 per night, ensuring that participants can access comfortable and cost effective accommodations (**based upon time of booking & availability - NSBE Contracted Room Block Rate**)*.

Approximate investment for #NSBE50-Annual Convention Attendance:

- *NSBE 50th Annual Convention Travel Costs*
- Airfare: \$
- Hotel Accommodations (4 nights at \$154-\$289/night*): \$
- Meals (4 nights at \$00): \$
- Ground Transportation: \$
- Full Conference Pass (for 4 days): \$
- **Total Cost to Attend:** \$

In conclusion, attending the 2024 Annual National Convention (#NSBE50) and its Technical Professional Conference, will provide me with a unique opportunity to grow as a professional, build meaningful connections, and contribute to our organization's mission of promoting excellence in the engineering field. I firmly believe that the knowledge and experiences gained at this convention will benefit [company name] and our collective goals.

I kindly request your financial support and approval for time to attend this significant event, and I am more than willing to provide a detailed report upon my return, outlining the knowledge and insights gained. Thank you for considering my request, and I look forward to the opportunity to represent [company name] at this remarkable convention.

Sincerely,

