**RE: IYNC2024 Conference Attendance Request**

Dear [INSERT RECIPIENT’S NAME],

As part of my involvement in the International Youth Nuclear Congress (IYNC), I am highly encouraged to attend the IYNC biannual conference, IYNC2024, "Youth Powering the Future," from Sunday, 29 September through Friday, 4 October in Abu Dhabi, United Arab Emirates. IYNC2024 is being held in partnership with the Barakah Youth Council and Emirates Nuclear Energy Corporation (ENEC).

The IYNC serves as a vibrant platform for fostering collaboration, knowledge exchange, and innovation within the nuclear industry. Their congresses bring together the passion of over 100,000 young people from around the world where they seek to advance the peaceful use of nuclear technology, address global energy challenges, and pursue the goal of a low-carbon future. Attendees of the conference will have the opportunity to engage in meaningful discussions, share research findings, and contribute to the development of sustainable solutions that leverage nuclear technology by participating in technical talks, workshops, and plenary sessions.

This year’s convening will mark their 13th conference. IYNC has held gatherings all over the world with strong international representation at each one. This year will be no different; so far, they expect 500 participants from across the globe to attend.

The conference will be a valuable opportunity for me to advance my knowledge of the nuclear industry and to form connections and exchange ideas with industry peers and leaders from across the world. Additionally, the event will provide valuable professional development, including soft skills training and technical discussions.

Also representing [YOUR COMPANY] at the conference are my peers [NAME], [NAME], and [NAME], along our leaders [NAME], [NAME], and [NAME].

As you consider my attendance, I have included the tentative agenda in case you recommend any sessions which may add value to our department or other [YOUR COMPANY] business.

The cost estimate breakdown for attending the conference is as follows:

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| --- | --- |
| **Cost Description** | **Cost (USD\*)** |
| Registration Fee (Early Bird/Student) | $ 450/$250 |
| Airfare/Rental Vehicle Including Gas | $ INSERT |
| Hotel\* ($80 -$140 USD per night) | $ 480 - 840 |
| Meals | $INSERT |
| **TOTAL** | **$ INSERT** |
| \*Hotel costs approximated at 296 - 500 AED per night, or 1776 – 3000 AED for a six-night stay. USD costs are based on the conversion rate at the time of creating this letter. All costs in USD are approximate due to daily changing conversion rates. |

This conference has the potential to accelerate our current industry, particularly in the future of nuclear energy and applications. If you have any questions or would like additional information, please let me know.

Thank you for your consideration!

[SIGNATURE]

[NAME]