**MEMORANDUM**

TO: (Your Supervisor’s Name)

FROM: (Your Name)

DATE:

RE: Staff Development

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Dear [Supervisor’s Name],

I am writing to request your support to attend the [International Meeting for Applied Geoscience & Energy (IMAGE)](https://imageevent.org/2021), 26 September–1 October in Denver, CO and online.

I’m really looking forward to the first IMAGE event, created by the Society of Exploration Geophysicists (SEG), the American Association of Petroleum Geologists (AAPG) and in conjunction with the Society for Sedimentary Geology (SEPM).

With more than 1,900 abstracts received for review, the Technical Program features more than 1,200 quality presentations in more than 200 diverse sessions, including 10 special sessions, and 21 panel sessions offering a full week of geoscience dissemination from three annual meetings under one roof!

All of these sessions are directly applicable to me as a(n) <job title>, and cover the following areas and more:

* Acquisition and Survey Design Anisotropy
* AVO and Seismic Inversion Borehole Geophysics Distributed Acoustic Sensing EM Exploration and Reservoir Surveillance
* Full Waveform Inversion Geophysicists for the Future Gravity and Magnetics Induced Seismicity Interpretation
* Machine Learning and Data Analytics: Theory and Special Applications
* Mining
* Multicomponent Seismic Multi-Physics Data Integration Near Surface
* Passive Seismic
* Reservoir Characterization
* Rock Physics
* Special Global Session Seismic Modeling
* Seismic Processing: Multiples, Noise, and Regularization
* Seismic Processing: Migration Seismic Processing: Emerging Technologies
* Special Session
* Seismic Theory
* Seismic Velocity Estimation Sustainability
* Time Lapse
* Vertical Seismic Profile

**Special Sessions:**

* Exploring Mars with Curiosity and Perseverance
* Discovery Thinking Forum – Giant Global Discoveries I and II
* The Future of Oil and Gas
* The Best of URTeC
* Super Basins Thinking

I understand the importance of maximizing our team’s budget, including training and professional development costs. This conference provides a vast amount of specialized education in one place, an excellent value proposition that minimizes time away from the office.

**Below is a detailed cost breakdown to attend this event:**

Registration Fees:

Hotel:

Airfare:

Incidentals:

Total:

We can [review the schedule](https://imageevent.org/2021/attend/schedule-at-a-glance) together to identify the [Technical Sessions](https://imageevent.org/2021/program/technical-program/monday), [Special Sessions](https://imageevent.org/2021/program/special-sessions), [Panel Sessions](https://imageevent.org/2021/program/panel-sessions), and [Short Courses and Workshops](https://imageevent.org/2021/program/short-courses-workshops) that would be most beneficial to the company, as well as identify exhibitors that I should meet with to learn about their new products, services, and technologies.

I believe the conference would be valuable for me and is a great opportunity for me to network with industry professionals, discover numerous geoscience thought leaders, attend valuable educational sessions, and grow my geosciences knowledge. I will also bring back key takeaways and recommended actions to our team. I will work to make sure we get the full value of this event.

Please let me know if you have any other questions about the conference.

Sincerely,

(INSERT NAME)