

Getting Support from Your Supervisor

Would your employer be willing to pay at least part of the expenses for you to attend STC's 54th Annual Conference in Minneapolis, Minnesota, May 13–16, 2007? It couldn't hurt to ask! Consider writing a memo to your supervisor that explains how you and your firm would benefit if you attend the conference. The following model is based on a memo that worked for its author. Feel free to modify it for use within your company.

Dear [your supervisor's name]:

To help provide [your company] with the most current professional methods and technological advances in editing/writing and report/publication management, I would like to attend the Society for Technical Communication's 54th Annual Conference in Minneapolis, Minnesota, May 13–16, 2007. The conference will offer sessions with topics covering all aspects of technical writing, editing, project management, and publication production. There are four time slots per day for seminars and workshops, of which the following are of particular relevance to the company:

[List the sessions that will provide the greatest benefit to the company. Refer to the list of sessions in the conference Preliminary Program, which will be mailed in February. A complete and updated list of sessions will also appear on the Society Web site at www.stc.org.]

Although I will try to attend these particular sessions, some of the most popular may be closed because of limited seating. In that case, I will choose alternates. Even if I cannot attend some of the sessions, our company can benefit from the conference *Proceedings*, which includes papers from many conference sessions and is provided free to all full-conference registrants.

Costs:

[List transportation costs, registration fee, cost of meals, and the price per night of the hotel room. These will be posted on the Society Web site.]

Summary of Benefits for [your company]:

The sessions will provide me with more knowledge of report production,

editing, writing, management concepts, and government contracting. This knowledge will enable me to handle [a particular project] with more professionalism and confidence, which will reflect favorably on [your company]. I will be able to pass on much of this information to coworkers, and my notes and copy of the *Proceedings* will be available for reference.

Sincerely,
[Your name] ❶

Minneapolis Airfare Options

Conference attendees can take advantage of inexpensive round-trip flights to Minneapolis from popular departure points across the United States. The sample fares in the table below are based on May 12 arrivals at Minneapolis-St. Paul International Airport and May 16 departures from the same location. Fares tend to increase over time, so you might want to make reservations now. ❶

City	Fare
Atlanta, GA	\$243
Baltimore, MD	265
Boston, MA	251
Chicago, IL (Midway Airport)	162
Denver, CO	241
Los Angeles, CA	317
New York (JFK Airport)	294
Philadelphia, PA	256
San Diego, CA	338
San Francisco, CA (San Francisco International Airport)	282
St. Louis, MO	241
Washington, DC (Ronald Reagan Washington National Airport)	250

Petition Process for STC Election

The preliminary slate of candidates for Society office for 2007 was released in mid-November. As described in Article VIII, Section 1E of the STC Bylaws, additional candidates may be nominated by petition for the following offices: Second Vice President, Secretary, Treasurer, Director, and Nominating Committee Member. (Please note that candidates may not be nominated by petition for the offices of President and First Vice President.)

All candidates must be senior members of the Society by the time the Board of Directors is inducted at the STC annual business meeting in May 2007, during STC's 54th Annual Conference in Minneapolis, Minnesota.

Petitions must be signed by 400 voting members or 4 percent of the voting members, whichever is lesser. The full name and address of each member must appear next to the member's signature. Electronic petitions may be conducted; please contact the Society office (stc@stc.org) for details.

For a candidate to be nominated by petition, the STC office must receive the following forms by 4 PM Eastern Time on January 16, 2007:

- Candidate's signed statement of availability
- Petition containing the required number of signatures as described above
- Candidate's biographical information and statements
- Candidate's portrait photo

Copies of the statement of availability, instructions for writing the biography, and other materials regarding the election are available from the Society office. ❶