

Getting Support from Your Supervisor

Would your employer be willing to pay at least part of the expenses of attending the Technical Communication Summit in Philadelphia, Pennsylvania, June 1–4, 2008? It couldn't hurt to ask! Consider writing a memo to your supervisor that explains how you and your firm would benefit from your attendance. 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 55th Annual Conference—the Technical Communication Summit—in Philadelphia, Pennsylvania, June 1–4, 2008. 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 you think will benefit your company most. Refer to the list of sessions in the conference *Preliminary Program*, which will be mailed in late February or early March. 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. You may also refer to “Preliminary Annual Con-

ference Registration and Hotel Details” on this page.]

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

Preliminary Annual Conference Registration and Hotel Details

If you need to provide your company with an estimated budget for the cost of attending the Technical Communication Summit (to be held June 1–4, 2008, in Philadelphia, Pennsylvania) before the end of the year, this preliminary information should help. More information will be available on the STC Web site, in upcoming issues of *Intercom*, and in the conference *Preliminary Program* that will be mailed in late February or early March.

Registration Costs

Online registration for the Technical Communication Summit, STC's 55th Annual Conference, will open shortly at www.stc.org/55thConf.

When registration opens, make sure you take advantage of the STC annual conference early-bird rates, which offer the best value. Register by **March 17, 2008**, to receive an early-bird rate of \$695 for members. The early-bird rate is \$995 for nonmembers and \$175 for student members. For student nonmembers and retired members or retired nonmembers, it is \$225.

From March 18 and through **May 23, 2008**, advance rates will be \$895 for members; \$1,095 for nonmembers; \$175 for student members; and \$225 for student nonmembers and retired members or retired nonmembers.

Walk-in registration will cost \$995 for members, \$1,195 for nonmembers, \$250 for student members, and \$255 for student nonmembers and retired members or retired nonmembers.

Hotel Details

Technical Communication Summit attendees will want to stay at the official conference hotel—the Marriott Downtown Philadelphia. Offering the highest level of service, the Marriott boasts many excellent amenities and is directly connected via walkway to the Pennsylvania Convention Center, where the conference sessions and EXPO will be held. The per-night rate for a single or double room at the Marriott is \$218 before tax.

Attendees who stay at the Marriott throughout the days of the conference will be eligible to win exciting prizes.

For more hotel information, watch for updates to the STC Web site (www.stc.org/55thConf). More information on how to make reservations for the conference will also be included in the *Preliminary Program*. ❶