

Student Name
Letter of Intent: Conference Funding

April 5, 2018

Dear Graduate School,

I am applying for a Conference Travel Award to support my attendance at the International Symposium on (Subject) in New York, NY from May 7-10, 2017. There, I will be giving a poster presentation on my work research and Title

I will be traveling to New York, NY by air. My flight will take off from Durham, NC (RTP) I will arrive on May 6 and then return by train. While attending the conference I will be splitting a room with my colleague and staying at an AirBnB, which is walking distance from the conference location.

Attending this conference is extremely important for me to discuss my research and results with my peers and colleagues in the field. I also plan on networking with others who do similar work in order to make connections for obtaining future employment after graduation.

I would appreciate your support for this international symposium.

Thank you for your time,

Sincerely,

Student Name

PhD Candidate

Department

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