



The following recommendations are intended to provide you ways in which your request for employer funding can be amplified and hopefully accepted so that you can attend convention.

**Requests, Recommendations, and Considerations:**

- Download and modify the letter for Professionals to best reflect the return on investment (ROI) to your specific company
  - Address the specific person to whom the letter is being sent
  - Sign the letter before sending
- Present your attendance at the Convention as an opportunity for growth
  - You will have met with top industry leaders, attended robust professional and leadership development sessions, and joined high-impact networking events by the time you leave National Convention
  - You will be able to discuss Diversity & Inclusion with more understanding and bring ideas back to your company
- Research as to whether your company has designated funds for professional development
  - Communicate, in the letter, what the amount available is
- Recruit for your company while attending
  - Your company can sponsor, exhibit, recruit, interview, and screen and you can provide onsite support for your company as well as attend sessions

**General Convention Information for Professionals:**

We recommend requesting manager support for your travel, meals, and lodging (approximately \$1,000 - \$1500 depending on your location) and registration fee (\$235 before September 30, and \$310 starting October 1) as well as the time off so you can arrive for registration by mid-afternoon on Wednesday, Nov 2.

SHPE Professional Registration Information can be found at: <http://shpe.org/register-2022>

SHPE National Convention Information can be found at: <https://www.shpe.org/2022>

For questions about Membership, please contact [membership@shpe.org](mailto:membership@shpe.org)

For questions about Sponsor Opportunities, please contact [exhibits@shpe.org](mailto:exhibits@shpe.org)

**SHPE's Mission:**

SHPE changes lives by empowering the Hispanic community to realize their fullest potential and impacts the world through STEM awareness, access, support, and development