

Dear <Insert Name>,

I would like to attend the **FedEx AOPA Foundation High School Aviation STEM Symposium Presented by Boeing** on November 13-15, 2022, in Memphis, Tennessee. The symposium is a forum for attendees to share best practices, discover how to use AOPA resources, and network with their peers and aviation industry experts.

This is the eighth annual AOPA Foundation High School Aviation STEM Symposium. Nearly 400 aviation educators and administrators from around the country attended the [2019 symposium](#) held at the United Airlines Flight Training Center in Denver, Colorado. During their live online broadcasts, close to 1,000 people attended the 2020 and 2021 Virtual Symposiums. The 2020 Virtual Symposium can be [viewed here](#), and the 2021 Virtual Symposium can [be viewed here](#).

At the last in-person symposium, attendees participated in dozens of breakout sessions, heard keynote addresses from leaders at United Airlines, Uber Elevate, and the Air Force, and attended behind-the-scenes tours of the Air Force Academy and the United Airlines Flight Training Center.

This year, the symposium will feature sessions and presentations directly related to <include name of your project, or curriculum that will be supported>. I will have opportunities to learn first-hand about AOPA's **free** high school aviation curriculum, free online professional development, and free ongoing teacher support available to high schools nationwide. I will learn strategies to start and grow aviation programs and hear from workforce development experts about creating aviation STEM career pathways for our students.

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and some meals during my stay in Memphis. **The symposium fee (if I register by June 1, 2022) is \$350.** It will increase to **\$400 after that date.** This price includes two full days of sessions and networking opportunities plus two breakfasts, two lunches, and an evening reception. I also have the option to participate in behind-the-scenes tours of aviation and cultural heritage sites in the Memphis area.

Here is a detailed breakdown of Symposium costs: <add numbers relevant to you in place of the brackets below>

- Airfare: <add your cost>
- Ground Transportation: <keep in mind that the conference hotel is downtown and that attendees will need to arrange for ground transportation to the conference hotel>
- Hotel: <room rate \$185 per night plus tax– Memphis Peabody>
- Food: <your estimate – remember breakfast and lunch on Nov 14 and 15 are included in the registration fee as well as one networking hour and one evening reception>
- Conference fee: <early-bird registration is \$350. After June 1, the fee increases to \$400>
- Total: <insert total here>

**The 2022 FedEx AOPA Foundation High School Aviation STEM Symposium Presented by Boeing** is an opportunity for me to enhance my skills and knowledge in aviation education while strengthening supportive contacts with aviation educators from around the United States. It will be an investment in my ability to support an aviation program at our school and prepare students for high-paying and rewarding aviation-related STEM careers. I look forward to your reply.

Sincerely,

<Your Name Here>