[Justification Toolkit](https://www.agu.org/Fall-Meeting/Pages/Attend/Justification-Toolkit)

To assist you to secure the funds and time you want to attend #AGU20, we’ve developed a brief “justification” letter. We encourage everyone to personalize it as much as possible with details about your science and what you’re most excited about for Fall Meeting.

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Dear [insert supervisor’s name],

I have great news: I was accepted as a [speaker/presenter/panelists] at [AGU Fall Meeting](https://www.agu.org/Fall-Meeting)!

Fall Meeting is the world’s largest meeting for the Earth and space sciences community. This year, due to COVID-19, #AGU20 will be 100% online. It means it’s a [completely new way to experience Fall Meeting](https://www.agu.org/Fall-Meeting/Pages/Attend/Online-Experience) while still provide the same high value of content such as thought-provoking sessions, [keynotes](https://www.agu.org/Fall-Meeting/Pages/Schedule-Program/Speakers-Topics) from world-leading scientists and administrators and numerous networking and career development opportunities.

To minimize scheduling conflicts, the sessions are concentrated 7-11 December with some scheduled the week before and others scheduled the week after. #AGU20 will also be the most diverse Fall Meeting yet. To ensure we’re accommodating attendees’ time zones around the world, live and record sessions and engagement opportunities are centered around two key time blocks (6 am – 1:30 pm ET and 7 pm-12:30 am ET).

Fall Meeting theme is “Shaping the Future of Science,” which focuses on how the decisions we make today will affect tomorrow. When people have the facts and understand the precarious climate change situation, they understand the actions we must collectively take.

To me, “Shaping the Future of Science” means that I’ll still be able to work while learning about new research and meeting new people from around the world. [insert any specific examples of work that will be able to continue and what the theme means to you].

Since #AGU20 is online, it means there’s no cost to travel – and a significant reduction in my carbon footprint. In addition, registration is 50 percent less when it’s in-person. I also appreciate the fact that those from [low/low-middle income countries](https://datahelpdesk.worldbank.org/knowledgebase/articles/906519#Low_income) as well as member K-12 educators and member undergraduate students receive free registration. It’s important to all of us to make sure we are supportive of the next-generation Earth and space scientists as well as those around the world.

If I [register by 30 October](https://www.agu.org/Fall-Meeting/Pages/Register-Housing/Registration-Rates), I can take advantage of the early bird discount.

#AGU20 is an important meeting for me to attend to advance my science and ensure I stay up to date on the latest in my discipline as well as what’s happening across the community. I am confident that attending Fall Meeting will benefit me and [insert organization/institution/company] because [insert reasons.]

Regards,

[insert name]