

## Event Justification Letter

AGU has developed a brief “justification” letter for you to share with your academic institution, organization, or supervisor. Be sure to highlight the educational value, networking advantages, and opportunities about your science and what you are most excited about for AGU’s Annual Meeting.

-----  
Dear [Insert Name],

I submitted an abstract to be a {Speaker/Presenter/Panelists} at AGU24, held 9-13 December in Washington, D.C. and online everywhere. My presentation topic is {Title} and will explore {Session Description}. The abstract submission period will be open from mid-June until 31 July 2024. This letter serves as an invitation for me to attend AGU24 and to request an expedited visa appointment if applicable.

AGU’s Annual Meeting is the most influential event in the world dedicated to the advancement of Earth and space science. Every year, AGU’s Annual Meeting unites the Earth and space science community to share findings, connect like-minded scientists from around the world, and advance our profession and shared passion for the impact of science. It convenes thousands of researchers, scientists, educators, students, policymakers, science enthusiasts, journalists, and communicators who are driven to better understand our planet and environment, and our role in preserving its future. It is a results-oriented gathering rooted in celebrating and advancing positive individual and collective outcomes.

The AGU24 meeting program is designed to foster an inclusive scientific culture through:

- Solution-focused content in a rapidly changing environment
- Meaningful conversations with government leaders and regulatory agencies
- Innovation from those in tech, publishing, and space exploration
- Learning from transformative leaders who have done groundbreaking research
- Experiential learning experiences
- Networking and community development
- Partnerships with other organizations and sectors to address scientific and societal challenges

Some of the presentations I hope to attend at AGU24 include {Sessions}, which will support my research and further my professional development. In addition, whether I participate virtually or in person, I will {Customize with personal goals/benefits}:

- Goal #1 {Learn}
- Goal #2 {Network}
- Goal #3 {Locate resources}

As part of my attendance request, I am providing my anticipated reimbursable (Select one)

- in-person expenses for registration, airfare, ground transportation, meals, and hotel, with a detailed breakdown attached.
- virtual expenses for registration, with a detailed breakdown attached.

Thank you for considering support of my attendance at AGU24.

Regards,  
[Insert Name]