[INSERT RECIPIENT NAME],

As part of my involvement in North American Young Generation in Nuclear (NAYGN), I was highly encouraged to attend the organization’s **2024 Continental Conference, “*Energizing the Future of Nuclear*,”** from Sunday, June 2 through Wednesday, June 5 in Charlotte, North Carolina.

NAYGN had their first stand-alone conference in June 2023 with over 300 nuclear professionals from across North America to develop members as future leaders within the nuclear industry. The 2024 NAYGN Continental Conference is expecting to bring in 500 nuclear professionals with even more opportunities for professional and personal growth as the organization celebrates their 25th anniversary of NAYGN Energizing the Future of Nuclear!

The conference would be a valuable opportunity for me to advance my knowledge of the nuclear industry and to form connections and exchange ideas with industry peers and leaders from across the United States, Mexico, and Canada. Additionally, the event will provide valuable professional development, including soft skills training and technical discussion.

Also representing YOUR COMPANY at the conference are my peers NAME, NAME and NAME along with leaders NAME, NAME and NAME.

As you consider my attendance, I have included the tentative agenda in the case you recommend any sessions which may add value to our department or other YOUR COMPANY business.

The cost estimate breakdown (without taxes and fees) for attending the conference will be the following:

|  |  |
| --- | --- |
| **Cost Description** | **Cost (USD\*)** |
| Registration Fee (Early Bird) | $ 600 |
| Airfare/Rental Vehicle Including Gas | $ INSERT |
| Hotel ($169-$189 USD per night) | $ 507-567 |
| Meals | $INSERT |
| **TOTAL** | **$ INSERT** |

*\*Registration is approximated at $811 CAD, Hotel at $228 – 256 CAD per night, $685 – 767 CAD per stay. CAD costs are based on conversion rate at the time of creating this letter. All costs in CAD are in approximation due to daily changing conversion rates.*

This conference has the potential to accelerate our current industry, particularly in the future of nuclear energy. If you have any questions or would like additional information, please let me know.   
  
Thank you for your consideration!

[SIGNATURE]

[NAME]

***Tentative NAYGN 2024 Continental Conference Agenda***

| **Date** | **Start Time (EST)** | **End Time (EST)** | **Type** | **Session Title** |
| --- | --- | --- | --- | --- |
| **Sunday**  **6/2** | 1:00 PM | 5:00 PM | **Registration** |  |
| 3:00 PM | 10:00 PM | **Public Information Event** |  |
| **Monday**  **6/3** | 9:00 AM | 9:15 AM | **Welcome Message** |  |
| 9:15 AM | 10:15 AM | **Plenary #1** | Energizing the Future of Nuclear |
| 10:30 AM | 11:30 AM | **Plenary #2** | Optimizing Nuclear through Artificial Intelligence |
| 11:45 AM | 12:00 PM | **NAYGN Photo** |  |
| 12:15 PM | 1:30 PM | **Lunch - Expo** |  |
| 1:30 PM | 2:30 PM | **Breakout Session #1** | **Technical**: Clean Energy Panel |
| **Professional Development**: Build Your Nuclear Network |
| 2:45 PM | 3:45 PM | **Breakout Session #2** | **Technical**: Radiating Excellence: Exploring Innovations in Nuclear Medicine |
| **Diversity, Equity, & Inclusion**: Allyship in Action |
| **NAYGN**: NAYGN Local Chapter Lead Symposium: Become the Lifeblood of Your Chapter |
| 4:00 PM | 5:00 PM | **Breakout Session #3** | **Technical**: Fueling the Future: How Accident Tolerant Fuel can take us Beyond 5% Enrichment |
| **Professional Development**: Conflict Management |
| **NAYGN**: NAYGN Regional Breakout |
| 5:00 PM | 5:05 PM | **Concluding Message** |  |
| 6:30 PM | 10:00 PM | **Networking Event** |  |
| **Tuesday 6/4** | 9:00 AM | 9:15 AM | **Welcome Message** |  |
| 9:15 AM | 10:15 AM | **Plenary #3** | Advanced Reactors: Powering the Next Generation and Beyond |
| 10:30 AM | 11:30 AM | **Plenary #4** | Understanding Your Culture and Leading from Your Values |
| 11:30 AM | 11:45 AM | **Mid-Session Message** |  |
| 12:00 PM | 1:15 PM | **Lunch - EXPO** |  |
| 1:15 PM | 2:15 PM | **Breakout Session #4** | **Technical**: The Fast and the Fissile: Racing Furiously Towards Clean Energy with the ARC-100 Fast Reactor |
| **Professional Development**: Communication Workshop |
| **Diversity, Equity, & Inclusion**: Embracing Your Culture and Values Workshop |
| 2:30 PM | 3:30 PM | **Breakout Session #5** | **Technical**: Going Global: Global Perspectives of the Nuclear Industry |
| **Professional Development**: Energize Your Career: Protecting Your Personal and Professional Energy |
| 4:00 PM | 5:00PM | **Plenary #5** | Binding Energy: How NAYGN Energizes the Future of the Nuclear |
| 5:00PM | 5:15 PM | **Concluding Message** |  |
| 6:30 PM | 10:00 PM | **Networking Event** |  |
| **Wednesday 6/5** | 8:00 AM | 2:00 PM | **Plant Tours** | Duke Energy: McGuire Nuclear Station or Catawba Nuclear Station |