Dear [Approving Official/Supervisor's Name],

I respectfully request approval to attend the 61st International Symposium & Convention hosted by the Association of Old Crows (AOC), scheduled for December 9–11, 2025, at the Gaylord National Resort & Convention Center in National Harbor, Maryland.

This annual event is a globally recognized forum for electronic warfare (EW), electromagnetic spectrum operations (EMSO), cyber-electromagnetic activities (CEMA), and information operations (IO) professionals. It serves as a highly efficient platform to stay informed on emerging technologies, operational challenges, and cross-sector collaboration between the military, government, industry, and academic communities.

**Purpose and Benefits of Attendance:**

1. Professional Development & Mission Relevance

Participation in the symposium will enhance my understanding of current challenges, emerging capabilities, and evolving doctrine in EMSO and related disciplines. Key sessions—such as [insert session titles or themes]—align with my current responsibilities and ongoing projects, allowing me to apply newly acquired knowledge directly to our operational, strategic, or research priorities.

2. Networking and Collaboration

With over 2,500 attendees representing 30+ countries, the symposium fosters connections across key sectors. These interactions offer insight into best practices, policy shifts, and technical innovations that can improve mission effectiveness, operational readiness, research outcomes, or business development strategy.

3. Exposure to Emerging Technologies and Industry Solutions

The event includes an exhibit hall featuring 150+ organizations showcasing advanced tools, systems, and services. I plan to engage with technologies and vendors relevant to our work in areas such as:

• Communications Jamming

• Radar Systems and RF Components

• Cyber and SIGINT Solutions

• EW Training Platforms

• EO/IR Sensors and Systems

• Directed Energy Technologies

**Estimated Cost Breakdown:**

|  |  |
| --- | --- |
| **Item** | **Estimated Cost** |
| Airfare | $XXX |
| Ground Transportation | $XXX |
| Lodging (3 nights @ $XXX/night) | $XXX |
| Meals (3 days @ $XX/day) | $XXX |
| Registration (Master Pass) | $XXX |
| Total | $XXX |

\*Note: Travel and attendance will be arranged in accordance with applicable organizational policies and travel regulations.\*

**Post-Event Follow-Up:**

Upon return, I will submit a summary of key takeaways and recommendations for integration into our [operations/strategy/research efforts/etc.]. I will also provide a debrief for colleagues, ensuring the knowledge gained is shared and applied effectively.

Thank you for considering this request. Please let me know if additional information is needed to support the approval process. I welcome the opportunity to discuss how this event aligns with our goals and responsibilities.

Sincerely,

[Your Full Name]

[Title / Position]

[Unit / Office / Organization]

[Contact Info]