

Registration Proposal

To: _____

From: _____



I'm writing to ask for approval to attend the NIH 21st Annual HHS Small Business Program Conference: Empowering Innovation, April 27th – 29th, 2021 in Las Vegas, Nevada. This event is intended to help small businesses learn more about the approximate \$1.1 billion dollars of annual HHS funding that is available to forge academic partnerships and build new businesses. This annual conference is the cornerstone of HHS's Congressionally-mandated outreach efforts for small business.

Attendees will discover how to:

- Successfully submit an application.
- Approach partners and investors.
- Access the technical assistance programs HHS offer's to awardees.
- Discuss specific questions with HHS SBIR and STTR subject-matter experts.

I am confident that I will receive valuable education that will enhance our organizational development and that the people I need to meet to generate new ideas and approaches will be found at this event.

Over the course of 3 days, the NIH 21st Annual HHS Small Business Program Conference will:

- Stimulate technological innovation
- Meet federal research and development needs
- Increase private sector commercialization of innovations developed through federal R&D funding
- Foster and encourage participation in innovation and entrepreneurship by socially and economically disadvantaged persons and women-owned small businesses
- Provide the knowledge of how to develop strategic alliances with successful SBIR/SSTR awardees.
- Provide opportunity to connect with agencies, researchers, and entrepreneurs that could positively impact our organization/institution
- Attendance for the Annual Conference is projected at over 500 attendees, which means hours of dedicated networking to meet with key educators, researchers, and agencies

I've reviewed the educational workshops and sessions and have included a list of sessions I'd like to attend below. I strongly feel that these sessions are directly relevant to my role and responsibilities at this organization.

Session 1: _____
Session 2: _____
Session 3: _____
Session 4: _____
Session 5: _____
Session 6: _____
Session 7: _____

Here's an approximate breakdown of conference costs. The conference registration for the Annual Conference is \$500.00, with additional registration fee of \$26.99.

Conference Registration + registration fees	<u>\$ 526.99</u>
Airfare	\$ _____
Transportation	\$ _____
Hotel (minimum \$69.00 per night plus taxes & fees)*	\$ _____
Meals and Other Expenses**	\$ _____
Projected Total Cost	\$ _____

I'd like to register before hotel and registration are full. I'll be sure to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize our global business opportunities.

***Rate based on using the NIH 21st Annual HHS conference host hotel, the Luxor Hotel, by the specified deadlines and does not include state taxes or fees.*

*** Breakfast and lunch are included in the conference.*