



The following set of guidelines and recommendations are intended to give you key points when modifying the attached letter for your employer. Please remember, when sending the letter, it is good practice to address it to a specific person (in most cases, your manager) and to sign it.

Requests, Recommendations, and Considerations:

- Forward to your manager and discuss this invitation for support.
- Aim at presenting as an opportunity for your growth as both an individual and member of your respective team at work.
- Some companies and organizations may have a professional development allocation or program as part of their budget. Check with your individual employer if this an opportunity for you
- Discuss if your employer would like you to recruit at the SHPE National Convention. In many instances, there is space for additional sponsors, exhibitors, recruiters, interviewers and/or screeners for the career fair.

SHPE Professional Registration Information can be found at:

<http://convention.shpe.org/register/>

For questions about Programs, please contact programs@shpe.org.

For questions about Membership, please contact membership@shpe.org.

Key Convention Information:

Convention Location: Phoenix Convention Center

City: Phoenix, Arizona

Dates: October 30th – November 3rd, 2019

Website: <http://shpe2019.org/>

SHPE's Mission:

SHPE changes lives by empowering the Hispanic community to realize their fullest potential and impacts the world through STEM awareness, access, support and development.

General Convention Information for Professionals:

We recommend requesting manager support for your travel, meals, and lodging (approximately \$1,000 - \$1500 depending on location) and Convention registration fee (\$350-500 depending when you register). The earlier you register and make travel and lodging arrangements, the lower your company's cost will be.

Most years, the Convention holds day-long workshops Thursday and Friday supporting the topics listed in the program guide (please see the convention website for more detailed information). Professionals are encouraged to fly-in Wednesday to be present for the beginning of the workshops starting Thursday morning.

The SHPE National Convention is one of the main vehicles used for certain competitive-edge technical certifications, robust professional and leadership development, and high-impact networking during the Professionals in STEM Conference wherein all sessions and workshops are tailored for the professional. This year, as in every year, the Convention offers a myriad of professional-centric sessions and signature events that may align with your employer's business needs as well as your individual development plan and career trajectory.

For more information on current workshops, refer to the [2019 Convention website](#). For a look at last year's convention, see the [2018 Annual Report](#).