

MEMORANDUM

TO: (Your Supervisor's Name)
FROM: (Your Name)
DATE:
RE: Staff Development

Dear [Supervisor's Name],

I am writing to request your support to attend the [International Meeting for Applied Geoscience & Energy \(IMAGE\)](#), 28 August–1 September in Houston, Texas.

I'm really looking forward to the IMAGE event, created by the Society of Exploration Geophysicists (SEG), the American Association of Petroleum Geologists (AAPG) and in conjunction with the Society for Sedimentary Geology (SEPM).

IMAGE '22 has been designed and built by industry professionals as the place for geoscientists, energy professionals, and thought leaders to meet and shape the future of applied geosciences and energy. It will provide an influential platform for sharing best practices, discovering solutions, and developing new perspectives and strategies to challenge and plan for what's ahead.

The educational opportunities are endless, with 700+ technical presentations uncovering the hottest science and market trends, plus strategic panels, technical panels, and short courses.

These sessions are directly applicable to me as a(n) **<job title>**, and cover the following areas and more:

- Acquisition and Survey Design
- Anisotropy
- AVO and Seismic Inversion
- Borehole Geophysics and Geomechanics
- Carbonates, Evaporites, and Mixed Systems
- Low Carbon Solutions
- Distributed Acoustic Sensing
- Exploration and Reservoir Surveillance
- Full Waveform Inversion
- Geochemistry, Basin Modeling, and Petroleum Systems
- Gravity and Magnetism
- History of Petroleum Geoscience
- Geological and Geophysical Interpretation
- Deep Integration of Data and Disciplines
- Induced and Passive Seismic
- Mining
- Machine Learning and Advanced Data Analytics: Theory and Special Applications
- New Energy Frontiers, Critical Minerals, Planetary Geoscience

- Near Surface
- Integrated Reservoir Characterization
- Rock Physics
- Siliciclastic Systems
- Seismic Modeling
- Seismic Processing: Emerging Technologies
- Seismic Processing: Migration
- Seismic Processing: Multiples, Noise, and Regularization
- Seismic Theory
- Structure, Tectonics, and Geomechanics
- AAPG, SEG, and SEPM Student Research
- Sustainable Energy Development and Environmental Geoscience
- Seismic Velocity Estimation
- Time Lapse
- Unconventional Resources

I understand the importance of maximizing our team's budget, including training and professional development costs. This conference provides a vast amount of specialized education in one place, an excellent value proposition that minimizes time away from the office.

Below is a detailed cost breakdown to attend this event:

Registration Fees:

Hotel:

Airfare:

Incidentals:

Total:

Together, we can review the [Technical Program schedule](#), [Special Sessions](#), [Panel Sessions](#), [Short Courses](#), and [Workshops](#) and decide which would be most beneficial to the company. Also, we can identify the [exhibitors](#) that I should meet with to learn about their new products, services, and technologies.

I believe the conference would be valuable for me and is a great opportunity for me to network with industry professionals, discover numerous geoscience thought leaders, attend valuable educational sessions, and grow my geosciences knowledge. I will also bring back key takeaways and recommended actions to our team. I will work to make sure we get the full value of this event.

Please let me know if you have any other questions about the conference.

Sincerely,

(INSERT NAME)