Dear POTENTIAL SPONSOR,

I hope that this email finds you well! As you may already know, the 2023 American Crystallographic Association (ACA) Annual Meeting is scheduled to be held July 18 – 23, 2025 at the Westin Chicago Lombard in Lombard, Illinois.

The ACA annual meeting is a fantastic forum that provides opportunities for structural scientists from a wide variety of technological and backgrounds to gather and exchange ideas. The meeting attracts trainees and established scientists from academia, industry, and government laboratories. Cutting edge ideas and the application of structural techniques are shared within the entire structural science community.

XXX, of XXX, and I are co-chairs organizing a session entitled “SESSION NAME” for the SIG TITLE scientific interest group. Our session combines with a conference mentor program, travel grants, student lecturer awards, and a three-minute thesis competition to empower the next generation of industry, government, and academic science leaders. (Customize this section for your session).

We are writing to request financial support for this session at the upcoming ACA meeting. Given XXX’s prominence with the structural science community, we thought XXX might be interested in sponsoring our session at this year's ACA meeting. A contribution of $1200 would be greatly appreciated and would help to offset travel costs for qualified academic speakers (customize for your session). We aim to gather a diverse panel of scientists from roles across academia, industry, government, and non-traditional paths to provide early career researchers exposure to a broader variety of career options. Our goal is to create an inclusive and interesting session, and your sponsorship would allow us to invite underrepresented academic researchers with historically inadequate funding for conference travel.

The attached Prospectus provides details for potential sponsorship. The ACA Annual Meeting typically reaches a large audience of 600-700 attendees. ACA charges no overhead or indirect costs for administering sponsorship funds; therefore, 100% of the contribution will go directly to support our session. All contributions will be gratefully acknowledged throughout the session and by ACA during the meeting. If you are interested, or to request more information about sponsorship details, please let us know, or contact the ACA Executive Director, Kristin Stevens (kstevens@hwi.buffalo.edu). Please note that ACA is tax-exempt under 501(c)(3) of the Internal Revenue Service code and the EIN is 22-6075182.

Thank you for your consideration,

XXX and XXX

-Sample from Sarah Bowman-

Dear XXX,

I hope that this email finds you well!  As you may already know, the 2023 American Crystallographic Association (ACA) Annual Meeting is scheduled to be held 7/7/2023-7/12/2023 in Baltimore, MD.

The ACA annual meeting is a fantastic forum that provides opportunities to structural biologists from a wide variety of technological and biological backgrounds, from trainees to established scientists and from academia to pharmaceutical industry.  The meeting provides opportunities to exchange cutting edge ideas and techniques in multiple areas of structure related research.

XXX and I are the co-chairs organizing the session entitled XXX, sponsored by the Biological Macromolecules SIG. We are writing to request financial support from XXX to support this session at the upcoming ACA meeting.

Given XXX (company name) prominence in the structural biology community and its strong support of past ACA events, we thought XXX might be interested in sponsoring the session at this year's ACA meeting.  A contribution of $1,200 would be greatly appreciated, and would help offset registration costs for XXX (please insert; for example invited speakers or students/postdocs/early career researchers) participating in our session. Our goal is to create an inclusive and interesting session, and your sponsorship of the session would help us to do that.

I am attaching the ACA Prospectus for more details about the meeting this year.  The ACA Annual Meeting typically has 600-700 attendees, so reaches a large audience.  ACA charges no overhead or indirect costs for administering sponsorship funds; therefore, 100% of the contribution will go directly to support the session. All contributions will be gratefully acknowledged throughout the session and by ACA during the meeting.

If you are interested or to request more information about sponsorship details, please let us know, or contact the ACA Executive Director, Kristin Stevens (kstevens@hwi.buffalo.edu). Please note that ACA is tax-exempt under 501(c)(3) of the Internal Revenue Service code and the EIN is 22-6075182.

Thank you,

XXX and XXX