



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; and
- 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://shpenationalconvention.shpe.org/register/>

For questions about Programs, please contact [programs@shpe.org](mailto:programs@shpe.org).

For questions about Membership, please contact [membership@shpe.org](mailto:membership@shpe.org).

**Key Convention Information:**

Convention Location: Huntington Convention Center of Cleveland

City: Cleveland, Ohio

Dates: November 7-11, 2018

Website: <http://shpe2018.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 (\$350-450 depending when you register).

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 2018 Convention website](#). For a look at last year's convention, see the [2017 Highlights Report](#).