Hi [INSERT MANAGER NAME],

I would like to attend the **Australian Institute of Training and Development (AITD) National Conference 2018** which will take place in Sydney on 7 & 8 June 2018 and is an essential event for the training and learning development industry in Australia.

Encompassing keynote sessions and panel discussions from both domestic and international experts in the learning and development field and covering a wide range of topics, the AITD National Conference is widely recognised throughout the industry as THE event to gain knowledge and insights on key topics for the next learning era.

I believe that my attendance at this event would have numerous benefits for our organisation:

* Firstly, the conference program addresses the most pertinent issues facing the learning and development industry which means I will hear from the experts in these areas and gain the knowledge we need as an organisation to remain ahead of the game.
* The AITD National Conference provides a valuable platform to network with other practitioners from the L&D community which will allow me to learn how other organisations are tackling similar challenges to the ones we face and to take away new strategies and solutions that we can implement in our own practices.
* In 2018, the AITD National Conference will be run in partnership with EduTECH and the conference pass will include access to both the Learning@Work expo and EduTECH show floor, providing an unparalleled opportunity to engage with hundreds of suppliers under one roof and to discover the latest products and services on the market.
* The AITD National Conference attracts participants from all industries which makes it an exciting occasion to learn about the real-world application of L&D theory and practice in a variety of situations. Some of the other organisations sending delegates to the AITD National Conference in 2018 include:

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| **Adelaide Casino** | **Royal Australian Air Force** |
| **Attorney General’s Department** | **Standards Australia** |
| **Boc** | **Tafe NSW** |
| **Dalrymple Bay Coal Terminal** | **Tasnetworks** |
| **Department of Agriculture and Water Resources** | **Unisuper** |
| **Department of Defence** | **University of Southern Queensland** |
| **Department of Health** | **University of Wollongong** |
| **Hume City Council** | **Viterra Operations** |

With the current early bird discount on registration (available until 31 March 2018), I would estimate that my costs to attend the AITD National Conference would be around [INSERT PRICE], including my conference pass, accommodation, transport and meals.

I hope you will agree that the AITD National Conference 2018 would be a fantastic opportunity, not only for my professional development, but to ensure that we, as an organisation, are at the forefront of current trends and practices within the L&D industry and would ask you to consider granting me approval to attend.

Kind regards,

[INSERT NAME]