[Today’s Date]

**Re: Letter of Support for Attendance at a Learning and Development Conference**

Dear [Manager/CFO/CEO's Name],

I wanted to bring to your attention an upcoming conference that I believe could significantly benefit our organisation, specifically the effectiveness of our learning and development (L&D) program.

The two-day conference, “Elevate 2023”, is being run by Ausmed Education on November 30th and December 1st in Melbourne. The event is highly anticipated in our industry because it is the only conference offered specifically for L&D practitioners working in the aged, disability, community and acute care sectors in Australia. It presents an unparalleled opportunity for networking, learning, and capability development.

<Use the below for aged care stream>

The conference includes 22 sessions, but the ones that caught my attention specifically were:

* **Clinical Complaints in Aged Care: Insights for L&D Teams**
* **Aged Care Reforms: Preparing for 2024**
* **Assessment Contact Visits – How to Be Ready in 30 Mins**
* **Competency Assessment Workshop**

<Use the below for clinical stream>

The conference includes 22 sessions, but the ones that caught my attention specifically were:

* **Recognising Deterioration: Sepsis in Focus**
* **Not Just a Rainbow Tickbox: Best Practice for Addressing Diversity**
* **Reimagining Clinical Education in the Era of AI**
* **Competency Assessment Workshop**

**I seek approval to attend this event because of the following reasons:**

**Driving Change:** Over the coming year we have a large amount of change-management that our workforce must embrace. Education plays a pivotal role in successfully driving this change. An investment in our education team’s capability and vision will deliver outsised returns. Education is one of the biggest points of leverage in our organisation because we are one of the few functions that directly interacts with every member of our workforce.

**Networking Opportunities:** Up to 350 other L&D practitioners, executives, decision-makers, and industry experts are expected to attend, offering invaluable connections that could result in partnerships or collaborations.

**Knowledge Gaining:** With multiple streams and breakout sessions focusing on the latest risk areas, including technologies like AI, our organisation will gain insights that can be directly applied to improve our current systems and strategies, and no doubt bring costs down.

**Skill Enhancement:** This conference is hands-on and will provide us with many practical things that can be directly implemented in 2024.

**Employee Skill Development:** The skills and insights I learn can be cascaded down to other teams, enhancing the overall benefit of the event.

**It’s inexpensive:** For two-days of high-quality education, including travel and accommodation, this will likely only be a $2,000 investment per person.

Considering the prospective benefits and ROI, I strongly recommend that we attend this conference. It will be a very strategic move that pays substantial dividends for our organisation in 2024 as we continue to implement the many change initiatives we have planned.

Thank you for considering this opportunity. I am happy to discuss this in further detail at your earliest convenience.

Best regards,

[Your Name]

[Your Position]