Dear <insert your managers name here>

I’m writing to request permission to attend the **Climate Smart Engineering Conference (CSE)** which will take place virtually on 16-17 November 2021.

CSE will enable me to explore the relevant risks and opportunities associated with climate change, network, and hear first-hand from business, finance, government, and engineering leaders. I will learn what, why and how to consider sustainability and the environmental impacts of engineering in the future.

The benefits of attending CSE include:

* Opportunity to hear from 15 keynotes with a wealth of knowledge including former **USA Vice- President Al Gore** and speakers from ARUP, ANZ, Cbus Super Fund, EY, GHD, IMAGINE, LA Metro, Minter Ellison, Sydney Water, and World Economic Forum.
* Access to 120+ technical presentations across 12 concurrent streams.
* Up to 39 hours of CPD content.
* Opportunity to interact and exchange ideas with fellow delegates through one-on-one video chats, meeting hubs and networking sessions.
* Access to sessions that I can’t attend post conference via Engineers Australia’s OnDemand platform.

By attending CSE I will:

* Learn about cutting-edge technologies and processes which are reshaping engineering.
* Identify real-world applications engineers are using to tackle sustainability issues.
* Ensure our company is up to speed on the latest technologies and trends.
* Have the platform to share my expertise, develop networks and forge new connections with delegates.

**Costs**

The approximate investment for my attendance is as follows with group discounts available:

|  |  |
| --- | --- |
| **Member registration options** | **Registration price**  |
| **Day Rate** | $300 |
| **Plenary Only Session** | $220 (16 November) | $150 (17 November) |
| **Full Registration** | $300 (1 day) | $600 (2 days) |
| **Non-member registration options** | **Registration price**  |
| **Plenary Only Session** | $280 (16 November) | $180 (17 November) |
| **Full Registration (2 days)** | $720 |
| **Student registration options** | **Registration price**  |
| **Full Registration (2 days)** | $300 |

**ROI**

I intend to create a time-efficient plan for CSE using the event’s program. I will send you a list of the sessions that I would like to attend, so we can make certain we are on the same page about what I need to see and learn at the conference.

After the event, I will compile a short presentation covering speakers’ presentation notes, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any CSE materials available to my colleagues.

Thank you for your consideration.

Sincerely,

<insert your name here>