

Subject: Request to attend Educate Plus 2021 Adelaide International Conference

I am writing to request approval to attend the [Educate Plus 2021 International Conference](#) being held 6 - 9 September in Adelaide, Australia.

This is the premier event for advancement professionals across Australasia. It will provide me with significant opportunities to learn about leading practices, with over 80 leading practitioners from Australasia, USA and UK presenting. It will also provide me with the opportunity to network and see examples of excellence from across the country.

By attending the conference, I will gain insights from project leaders and industry influencers. I will be able to share those learnings with other team members so that benefits gained go beyond me and will positively impact our organisation.

The Educate Plus 2021 International Conference provides an invaluable opportunity to:

- Learn and up-skill by attending a variety of conference sessions, including keynote presentations, concurrent sessions and workshops.
- Over 98% of delegates achieved their outcomes in attending the last Educate Plus International Conference. Click here to view the [2018 Conference](#) wrap video.
- Hear from local and international thought-leaders on emerging topics and trends.
- Network with 700+ advancement practitioners and like-minded peers.
- Discover the latest innovations, products and services on show at the exhibition.

The conference has seven concurrent streams which will cover:

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| • Admissions | • School Fundraising |
| • Advanced and Tertiary Fundraising | • School Alumni and Community engagement |
| • Advanced and Tertiary Alumni and Community Engagement | • Marketing and Communications |
| • Leadership and General Advancement | |

Each stream includes Master Class programs, round-table opportunities to discuss key challenges, as well as practical sessions with the aim of providing me with a range of strategies to implement in our organisation. There is also a comprehensive range of [pre-conference sessions](#) for those new to the sector or those wishing to expand on their skills for the advancement of their career.

I am seeking permission to attend, as I believe this is an unparalleled opportunity to develop my professional skills, whilst also representing our institution. You can see the current draft conference program [HERE](#).

Here is a breakdown of conference costs (other rates available [here](#)):

Conference fee: \$1240 (Early Bird rate)

Airfare: \$

Accommodation: \$

TOTAL including GST: \$

Thank you for considering this request. I look forward to your reply.

Kind regards,