**2022 AuSAE ACE Conference**

Dear (insert your managers name):

As a leader in the association sector, you know the value of lifelong learning that brings new ideas and best practices to your role and our organisation. By attending the AuSAE Conference & Exhibition (ACE22) in Melbourne on 1-2 December, I will have the opportunity to grow as a professional and offer enhanced value to our organisation, and in turn, our members.

This year, I would like your support to attend the ACE22, so I can experience the learning and networking opportunities, and use that knowledge and perspective to provide more creative and strategic solutions for (insert your organisation here).

Here’s what I think will benefit our Association:

* There are 25+ education sessions, all focused on providing insights on how we can enhance our operations and keep our members engaged and connected.
* The exhibition will have over 30 suppliers and service providers allowing me to see the sector’s key vendors and a first-hand look at products and level of service to improve our operation.
* There will be leaders from across the sector in attendance. This is the time to take advantage of the opportunity to hear their insights, ideas, and solutions.
* By growing my professional network with new peers attending the event, I will build relationships with sector experts to call on when an issue arises or discuss ideas for innovation.

I have reviewed the program and identified the sessions that will bring value back to our organisation.

Here are some key sessions that would be informative: (Insert sessions that help you fulfil your leadership responsibilities.)

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As for overall cost, here is an estimate for registration and travel expenses:

**Registration: $XXX**

Airfare: ($XX)

Hotel: ($XX)

Meals: ($XX) – many meals are included in the registration price – a value of more than $400!

Transfers: ($XX)

When I bring back one great idea to boost efficiency, save expenses, or generate revenue, my trip will more than pay for itself.

I would appreciate your support in the opportunity to gain new skills, knowledge, and insights into effective association management by providing the time and access to this valuable industry event.

Sincerely,

Your name