Date

To: [Manager's Name]

Subject: Request to Attend ARCS 2025 Annual Conference – 3–5 June 2025

Dear [Manager's Name],

I am writing to seek approval to attend the ARCS 2025 Annual Conference, to be held from 3–5 June 2025 at the International Convention Centre (ICC) in Darling Harbour, Sydney. This event is the premier education and networking forum for professionals involved in the regulation, development, and commercialisation of therapeutic goods in Australia.

Each year, the conference brings together over 1,500 professionals daily across clinical research, regulatory affairs, pharmacovigilance, health economics, and medical technology. It features over 100 expert speakers, more than 75 educational sessions, and high-value networking events—making it an ideal platform to remain current with industry trends, regulatory updates, and innovations that can directly impact our work.

The agenda includes focused streams on:

- Regulatory & Compliance – TGA and Medsafe updates on GMP, post-market compliance and more

- Clinical Research – Sessions on site operations, ICH E6(R3), data governance

- Medical Affairs, Health Economics, Pharmacovigilance – Practical updates and strategy sessions

- Leadership & Professionalism – Skills development in communication, resilience, and negotiation

- Government Policy – Including the National One Stop Shop and Clinical Trials Governance updates

Additionally, the expo hall and networking functions offer direct engagement with industry peers, government, and suppliers, fostering connections and insights that I can bring back to our organisation.

I will be pleased to share key learnings through a team debrief or summary report following the event.

I have broken down the costs for me to attend this conference, which I estimate to be $XXXX.00. For a more detailed breakdown, please refer to the attachment I have completed and included with this letter.

Attending ARCS 2025 is not only a professional development opportunity but also a strategic investment to ensure our organisation remains informed, visible, and influential in sector-wide conversations.

Thank you for considering this request. I would be happy to discuss further and provide any supporting documents.

Kind regards,

[Your Name]

[Your Contact Details]

**Attachment 1. Estimated budget**

|  |  |
| --- | --- |
| Item | Estimated Cost (AUD) |
| Conference Registration | $[insert] |
| Travel | $[insert] |
| Accommodation (3 nights) | $[insert] |
| Meals & Incidentals | $[insert] |
| Conference Dinner | $[insert] |
| Total | $[insert] |