Date:

To: **<department head’s name>**   
From: **<your name>**   
Date: **<insert date>**   
Subject**: Proposal to attend the 2025 APSAA Conference**

Dear <**Insert Department Head's Name**>,

This letter serves as a formal request to seek your support in attending the upcoming 2025 APSAA Conference which is taking place from 19 – 22 May 2025 at the Grand Hyatt Melbourne.

APSAA is the peak industry body for all providers of post-secondary student accommodation in the Asia-Pacific region, along with their staff and individual professionals within the industry.

The 2025 conference with the theme **Charting our Future – Reaching for the Stars,** provides an opportunity to bring focus to the world of student accommodation and gives participants a platform to exchange ideas, discover new possibilities and celebrate the great work we are doing.

The program for this three-day event features an agenda of educational sessions, industry information, and the opportunity for sharing world best practice in the college and university student accommodation sector.

Here are three ways that I will specifically benefit from attending the 2025 APSAA Conference:

1. **Educational specialist sessions on working in the college and university student accommodation sector.** This user conference enables me to attend several sessions presented by fellow users and knowledgeable industry speakers that are directly applicable to my work and will improve our department's use of **<product(s) that you are using>**. These sessions provide an excellent opportunity to share knowledge with colleagues working at other universities and colleges and give me the opportunity to bring new ideas back to our department.
2. **Local and international networking opportunities.** The 2025 APSAA Conference will put me face-to-face with colleagues working in the tertiary student accommodation profession at universities and colleges from around the world. The Conference networking events will provide me the opportunity to share and exchange best practices that will improve my knowledge and enable me to bring back new ideas to our university/department.
3. **Meet with industry suppliers/product managers**. My time in Melbourne will give me opportunities to meet with **product and marketing managers** with whom I can share our ideas and areas of need, as well as request enhancements to improve the products we use.

I am seeking <**your organisation name here**> support to attend the Conference. I believe this unique professional development opportunity will be money will be very well spent.

**Here is an approximate breakdown of conference costs (all costs in AUD):**

Conference Registration Fee: **$1,600 member/$2,125 non-member until 27 February 2025. After this date, the fee is $1,900 member/$2,125 non-member**

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Pre-conference Study Tour: **<Multi-Day Study Tour $1,300 member/$1,500 non-member or 1-Day Melbourne Study Tour $85 member/$120 non-member>**

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Travel Expenses: **<add flight expenses>**

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Hotel:  **<add Hotel rates>**

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Meals: <**add meal expenses**> APSAA provides most of my meals during the event including lunch for 3 days and dinner for Wednesday evening. Additionally, I can add dinner for Tuesday evening for $50 at the Leadership and Recognition Dinner. I may need to pay for a few additional meal expenses that I will incur while traveling.

= The total cost estimate is: **<add your estimated figure>**

When I return from the Conference, I will submit details summarising key information and techniques I learned with follow-up action items based on the knowledge I gained during the **2025 APSAA Conference.** I can also look to implementing these learnings to maximise our processes, improve our operations and student support and contribute to our staff’s ongoing professional development. I am also happy to share the conference materials with other team members and can give brief presentations to other groups who will benefit from this knowledge. This is an ideal way for the rest of our department to benefit from my training.

Thanking you in advance for your consideration of this request, I look forward to hearing from you soon.

Sincerely,

**<insert your name here>**