**Conference attendance request template**

To:

From:

Re: Request for Approval: **CEP2025 Conference**

Hi [Name of approver],

I would like to attend the CEP2025 Conference in Auckland on 27th and 28th May.

The CEP annual conference is New Zealand’s premier learning event for energy efficiency, carbon management and sustainability professionals. The leading voices in best practice use this event to exchange ideas, innovations and experience through presentation sessions, workshops and informal discussions. There is also a trade exhibition showcasing the latest innovations in efficiency and carbon management. I can see me coming away from the event with:

* A huge boost in knowledge about how to improve our energy efficiency, save money and reduce emissions;
* Some interesting tricks of the trade and advice on the practical application of new approaches to what we are doing now and challenges we could face in the future;
* An improved network of peers and advisers that will help me source answers to any tricky questions for issues we’re facing not only now, but for things that will crop up in the future as well;
* A better knowledge of new technologies that will help us save money and reduce emissions.

Here is an approximate breakdown of the cost of attending. If I register before 16th April, we can take advantage of early bird rates and make big saving. There are also big discounts for CEP members. Actually, it would be cheaper for me to join CEP and register at the member rate than register as a non-member.

CEP annual membership: $265 (+GST) [or delete line]

Registration: [Enter applicable rate based on date and registration category]

Airfare: [Enter airfare estimate]

Transfers: [Enter appropriate estimate for bus/train/shuttle]

Hotel: [Enter estimate or quote]

Meals: [Enter estimate]

Total:

There’s also an extra discount if additional people from [your company] come along. A second person – and anyone beyond that as well - gets a 10% discount on the registration price. I think it would be worth [additional attendee1 and additional attendee 2] coming along as well.

I’ll submit a trip report after the event that will include a brief summary of the conference and what I got out of it and I’m happy to run a presentation for other staff as well to share key points.

Thank you for your consideration, and I look forward to your reply.