Dear XXX,

I would like your approval to attend Accreditation Matters 2024, a conference being held on Tuesday, June 25 and Wednesday June 26 at the ICC in Sydney. This conference is two-full days of keynote speakers, panels and masterclasses covering future focused trends (e.g. AI), accreditation, health, professional development as well as trade and supply chain themes.

Here are five reasons I think it would be valuable for me and for our business/organisation/laboratory:

1. The opportunity to learn and hone my professional skills including governance and risk management within the laboratory.

2. Access to case studies and trends that will help us prepare for the further impact of automation within our business/organisation/laboratory.

3. Gaining a greater understanding of the value accreditation and conformity assessment can deliver our business/organisation/laboratory.

4. An opportunity to participate in professional development in an area I’m passionate about.

5. Network and spend time with the industry leaders, like-minded attendees as well as making new connections at the conference.

Below is a break-down of the approximate cost of attending Accreditation Matters 2024:

Registration: $800 (plus GST) for Members and NATA Technical Assessors

Travel costs: $XX.XX

Total: $XX

Following my attendance at Accreditation Matters 2024 I would be happy to share key takeaways, including those that we can implement for our business/organisation/laboratory which will deliver operational efficiencies. I believe that this will benefit both my own professional development as well as how we optimise our own business/organisation/laboratory.

Thank you for your consideration of this request.

Regards,

XXXXX

**Other reasons you can include if asked why you should attend**

* Hear from industry heavyweights
* Learn and report back to team
* Hear from Australia’s Chief Metrologist, Bruce Warrington
* Enhance your knowledge from hearing the CEOs of Australia’s Technical Infrastructure, Standards Australia, NMI, NATA, JAZ-ANZ