**Subject: Request to attend ALL Language World Conference 8 - 9 March 2024.**

Dear [Approving Manager],

I would like to request your approval to attend **Language World Conference 2024**, organised by the Association for Language Learning, and taking place on 8-9 March 2024 in Kenilworth. You can learn more about the conference by visiting: [www.language-world.co.uk](http://www.language-world.co.uk)

I have reviewed the Conference details and consider them very relevant to current developments. I believe attendance will make a positive impact on the Languages Department moving forward, as well as giving opportunity for both personal and team growth.

The event’s title is *Languages: the unique ingredient* and it has keynotes from **Ofsted** on the 2024 research review, as well as Language education in an **AI-**enabled world. There are also sessions on the current **DfE-funded** work of NCLE, the National Consortium for Languages Education (and xxxx, which is of specific relevance to me / the department.)

The programme is focussed on improvement of student **learning**, increasing **recruitment** uptake and **attainment**.

There will be two days of learning, skill building and networking with the best, brightest and most enthusiastic in the field of Languages education. I will also be able to visit the **exhibition** and discuss requirements for the new GCSE with representatives of the board. I would also take the opportunity to meet representatives of the cultural agencies who support our languages (in order to xxxxx.)

 (Edit if you only intend to attend for one day .)

I’ve reviewed the conference objectives and feel that attending would:

* Provide a platform to gain insights and bring back valuable knowledge that could positively impact on our ongoing work
* Connect with other leaders to strengthen my/our professional network.
* Stay abreast of policy developments
* Learn skills related to my continued professional development, and our departmental development plan (Example xxxx)
* Gain fresh practical insights, ideas and perspectives from speakers and attendees.

*(Edit / Add as necessary.)*

The full conference registration costs is subsidised for ALL members and is just £125 for one day or £170 for two full days for Educators. (*Edit if you do not intend to request funding. Or if you also intend to request funding for accommodation and/or travel.)*

I would, of course, be happy to share what I’ve learned with the team after the conference, to provide key takeaways and positively contribute to our team's success.

Thank you for considering my request. I look forward to your response.

Many thanks,

(NAME – TITLE)