

Archives and Records Association, UK and Ireland
Annual Conference: 30th August – 1st September 2023
‘Communities’

Suggested form of request for business case to attend conference.

Dear *[insert name]*

I would like to attend the Archives and Records Association, UK and Ireland annual conference taking place from the 30th August to 1st September 2023. The Archives and Records Association is the professional body for record-keepers in the UK and Ireland.

I have reviewed the programme and feel the return on the investment would be a major benefit as the event aligns directly to the priorities of our department *[insert your priorities here]*.

I believe the event offers very good value for the level of intensive education. In three days, I will have access to:

- *[insert reason one here]*.
- *[insert reason two here]*.

I am seeking approval for the registration fee. The full three-day conference price is only £650.00 for members and £780.00 for non-members.

As an Archives and Records Association member we'll pay £650.00

The 2023 Conference will have three themed days; six parallel streams; 80+ speakers and 20 hours of content.

Other staff members in our organisation will also be able to benefit, as I will meet with the team to relay recommendations and action items and circulate a detailed and actionable report.

Please accept this proposal to attend as I'm confident in the significant return we will receive for the small investment.

Thank you for your consideration.

[Your standard close]