Date: XXXXX

Dear [Insert Your Boss’ Name Here],

I hope this message finds you well. As we continuously aim to advance our practices and stay at the forefront of the industry, I believe that embracing opportunities for professional development and staying abreast of the latest trends is essential. With this in mind, I would like to seek your approval to attend the **RIMPA Live 2024 Convention**, scheduled to take place from 3-5 September at the **Adelaide Convention Centre** in Adelaide.

This convention represents a significant gathering of information and records management professionals, offering unparalleled access to a wealth of knowledge and expertise that I am eager to explore and bring back to our organisation. Here are several compelling reasons why attending this event will be highly beneficial:

1. **Educational Sessions**: The convention is set to feature a variety of educational sessions led by esteemed industry experts. These sessions will cover the latest advancements, methodologies, and best practices in records and information management. Attending these sessions will enhance my skills and ensure our strategies remain cutting-edge.
2. **Access to Vital Information**: The event promises to provide critical insights and information that can significantly aid our business operations. From digital transformation strategies to optimising information management processes, the knowledge gained will directly contribute to our efficiency and effectiveness.
3. **Networking Opportunities**: The convention will also serve as a valuable platform for networking with peers and industry leaders. This will allow me to forge connections that could benefit our organisation in numerous ways, from strategic partnerships to collaborative projects.
4. **Immediate Applicability**: One of the key advantages of attending this event is the ability to immediately apply learned strategies and insights to our current projects and challenges. This direct applicability ensures that the investment in attending the convention is quickly realised in operational improvements and innovative approaches.

I understand that this request comes with associated costs, and I am prepared to provide a detailed breakdown and explore ways to minimise expenses without compromising the potential benefits of attendance. I believe that the value derived from participating in the RIMPA Live 2024 Convention will far exceed the financial investment.

The cost breakdown of my attendance is as follows:

**Airfare**: $ XXXXX

**Accommodation:** 3 nights at $XXX + GST = $XXX

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| --- | --- | --- |
| Full Convention Registration | Rate | Valid From |
| First Release Early Bird Rate | $1,640.00 | 8 March – 8 April |
| Early Bird | $1,860.00 | 9 April – 9 July |
| Standard Rate | $2,160.00 | 10 July – 24 August |

\*Please note prices are based on Individual/Corporate RIMPA Member\*

I am confident that attending this convention will not only contribute to my professional development but also significantly benefit our organisation by keeping us updated with the latest industry trends and practices. I am eager to discuss this opportunity further and am available to answer any questions or concerns you may have.

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

Sincerely,

[Insert Your Name Here]