Dear **[insert name],**

I am requesting approval to attend the 2024 RAIC Conference on Architecture taking place in Vancouver, BC from May 14 to May 18, 2024.

The Conference on Architecture is the premier flagship event hosted by the Royal Architectural Institute of Canada. The conference will enable me to attend several sessions directly applicable to my work, while also offering the ability to network with a variety of experts and colleagues in the architectural community.

Over 50 continuing education sessions will be offered within eight conference streams:

* **Climate Justice and Resilience, Sustainability, Adaptation and Mitigation**
* **Equity, Diversity, Inclusion and Social Justice**
* **Health, Safety, and Accessibility**
* **History, Heritage, and Culture**
* **Housing, Planning and Urbanism**
* **Indigenous-Led Architecture**
* **Innovation in Materials, Technology and Construction**
* **The Practice and Business of Architecture**

In addition to the knowledge I will gain, the majority of live sessions are eligible for one (1) AIBC Core LU. Furthermore, four sessions are eligible for the AIBC Indigenous Peoples Learning requirement. As an added bonus, I will also have access to all the sessions in an on-demand format after the Conference so I will be able to engage with additional content after the in-person event.

After reviewing the conference website, I have identified several education sessions which will allow me to gain knowledge and understanding about **[insert information relevant to your position]**. The presentations are facilitated by both industry experts and association colleagues who have extensive experience in their field, and who face similar work challenges. I chose each presentation because it relates to my position and responsibilities at **[company name]**. In addition to the education sessions, I will be attending all the keynote sessions, Expo on Architecture, and other networking events. Below I have listed the education sessions I plan on attending.

**[You will need to insert the session descriptions which most apply to your responsibilities.]**

The cost of a Premier All Access Pass for a member is $1649, if registered before the early bird deadline of March 15, 2024. Note that meals and all social events are included in the registration fee.

**[You will need to insert your travel cost numbers here]**
Here is the breakdown of conference costs:
Roundtrip Airfare: **[$xxxx]**
Transportation: **[$xxxx]**
Hotel: **[$xxxx]**

The total costs associated with attending this conference are: **[$xxxx]**.

The opportunity for me to develop new contacts, strengthen relationships, and gain industry knowledge makes my attendance at the RAIC Conference on Architecture a wise investment for **[company name].**

You can learn more about the Conference on the [RAIC website](https://web.cvent.com/event/f7e5ca06-842c-4c21-8fd8-b2e54790d602/summary?locale=en)[.](https://web.cvent.com/event/015cb28b-7979-4c24-aa72-605d7a7c632c/summary?RefId=Generic%20Weblink%22%20HYPERLINK%20%22https://web.cvent.com/event/f7e5ca06-842c-4c21-8fd8-b2e54790d602/summary?locale=en)

Thank you for your consideration,

**[your name here]**