

Dear

I would like to request approval to attend HRPAs 2019 Annual Conference and Trade Show on January 30th - February 1st, 2019, at the Metro Toronto Convention Centre in Toronto. The largest HR event in Canada, the conference and trade show brings together 4,650 HR and business professionals. It will give me an opportunity to network with a diverse range of industry experts and peers, learn about the latest tools, best practices, and research and discover leading edge HR trends, technologies, products and services that will help our business stay ahead of the curve.

The conference offers over 160 comprehensive, cutting-edge educational sessions, panels and workshops presented by leading industry speakers. This year, the conference focuses on the theme Work Climate and includes sessions dedicated to helping professionals like me cultivate an optimal work climate to achieve productivity, innovation, inclusion, and high performance in our organization.

The conference also includes workshops, Q&A discussions and special sessions like the Ask an Expert series where attendees can meet with leading experts to get advice and information specific to our business on everything from legal and compliance matters to best strategies for change management and employee engagement.

I believe this conference will be a great opportunity for my professional development. Here are a few of the sessions I'd like to attend that are directly applicable to my work and our organization:

I'll have the chance to meet with over 250 exhibitors at the trade show to check out the latest products and services from the industry's top brands. With access to product demos and one-on-one face time with industry experts, I'll be able to connect with companies who understand our organization's explicit challenges and can recommend just the right solution. Here are a few of the exhibitors I would like to meet with:

Throughout the 3-day event, there's time dedicated to networking, plus special networking events, so I'll have a chance to raise our organization's profile, develop our relationships and contacts, and set up meetings with people who can help our organization in the future.

When I return from the HRPAs 2019 Conference and Trade Show, I will compile a short presentation including speakers' presentations, notes, useful vendor product information, and the contacts I've made that will be beneficial to our team.

The registration fee for this event is _____ but if I register prior to October 31st, 2018, I can take advantage of the Early-bird pricing and receive an all-access conference and trade show pass for _____. For your convenience, I have attached an estimated breakdown of the anticipated expenses (**include all associated travel and accommodations expenses**).

Thank you in advance for your consideration and please let me know if you would like additional information about the HRPAs 2019 Conference & Trade Show.

Regards,

