15/05/2019

Dear [Manager’s name],

I would like to attend the IESANZ 2019 Conference: Light in Focus, being hosted by The Lighting Society on the 21st and 22nd November 2019 at the Melbourne Convention and Exhibition Centre.

I have reviewed the program and feel my attendance would benefit our organisation and my professional development by increasing my knowledge and exposure to the implementation of Human Centric Lighting, and to achieve a detailed understanding of the Effect of Light on our Sleep-Wake Cycle. The presentations are facilitated by industry and academic experts in the field, and who have researched and secured a detailed understanding of the implementation challenges and also have identified the significantly enhanced design outcomes that can be secured by applying these innovative techniques.

Over two days, I will have access to:

* 17 content-rich, educational sessions which will improve not only my knowledge of Human Centric Lighting Techniques, but provide detailed information relating to the latest Lighting Standards, Energy Efficiency, plus also exposure to the most current research perspectives.
* Exclusive access to international industry leaders not available at any other Australian lighting conference in 2019
* 12 IESANZ CPD points
* More than 8 hours of networking with other experienced lighting designers and engineers who are seeking to share industry insight and new ideas within a growing community

Apart from building on professional knowledge during my attendance, I also hope to create and build on new or existing business relationships as well as expand our network of associates. On my return I plan to share what I learned with other team members so that other staff members of my team may also benefit.

I am seeking approval for the registration fee, accommodation and travel expenditures. Here is a breakdown of conference costs:

Conference fee (member price): $815 (includes GST, 2 days of conference & networking functions) Register before 31st May 2019 – otherwise the member price is $975 after this date.
Airfare: $ [ ]

Accommodation: $ [ ]

TOTAL including GST: $ [ ]

Yours Sincerely

[Insert your Name]

[Position]