Dear [Manager's Name],

I hope this message finds you well. I am writing to request your approval for my attendance at the CEWIL 2024 Conference, *Reaching New Heights: 50 years of Leading Quality WIL in Canada*, scheduled to take place in Calgary, Alberta at the Westin Hotel from June 24-27, 2024. Last year, over 435 WIL Champions attended the event in Halifax. This event promises to be an invaluable opportunity for professional development and networking within our field. I believe that participating in this conference will not only benefit me personally but will also contribute significantly to our institution and the work I do.

Here are some specific points on why attending the CEWIL 2024 Conference is crucial:

1. **Leading-edge Knowledge and Trends:** The CEWIL Canada conference is known for providing access to the latest trends, wise practices, and innovations in co-operative education, experiential education, and work-integrated learning. By attending, I will be able to bring back ideas and insights that can enhance our institution's program offerings and student experiences.
2. **Networking Opportunities:** The conference offers a platform to connect with professionals, educators, and industry leaders from diverse backgrounds. This networking can lead to potential collaborations, partnerships, and information exchanges that can be instrumental in advancing our institution's goals and initiatives. Building trust and relationships before future collaborations are a must.
3. **Skill Development:** Workshops, seminars, and presentations at CEWIL 2024 are tailored to enhance critical skills in areas such as program development, assessment, leadership, research and stakeholder engagement. These skills are directly applicable to my role, enabling me to contribute more effectively to our institution's success.
4. **Innovative Technologies and Tools:** The conference often showcases emerging technologies and tools that can streamline processes and improve outcomes. By staying updated on these advancements, I can identify opportunities for implementing technological solutions that align with our institution's strategic objectives. I can also plan to catch up and build stronger relationships with current technological providers.
5. **Funding Opportunities:** CEWIL 2023 featured exhibitor booths and presentations from a variety of partners who provide funding in the WIL ecosystem. I will have the opportunity to learn more about eligibility, ask questions, and build relationships with funding bodies in Canada.
6. **Thought Leadership and Thought-Provoking Sessions:** The speaker lineup at CEWIL 2024 includes experts and thought leaders in the field of cooperative education and work-integrated learning. Attending their sessions will expose me to new perspectives, cutting-edge research, and innovative strategies that can shape the direction of our programs and initiatives.
7. **Showcasing Our Institution:** Participation in the conference provides an opportunity to showcase our institution's achievements, programs, and successes to a wider audience. This visibility can help us attract potential partners, sponsors, and collaborators, thereby enhancing our institution's reputation and influence in the field.
8. **Professional Growth and Motivation:** Attending the CEWIL 2024 Conference will invigorate my professional growth and motivation. Engaging with like-minded professionals, sharing experiences, and gaining new insights will re-energize my commitment to driving positive change within our institution.

Attached you will find my projected expenses for the CEWIL Canada conference. I understand the budgetary considerations involved, and I am committed to maximizing the benefits of this opportunity while minimizing costs. I am open to exploring options such as sharing accommodation, utilizing early bird registration rates, and seeking any available discounts to ensure the most cost-effective attendance.

I truly appreciate your consideration of this request and believe that my attendance at the CEWIL 2024 Conference will be a worthwhile investment in both my professional development and our institution's continued success. I am more than happy to discuss this further at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name] [Your Position] [Your Contact Information]