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***Request to Attend APPEA 2020 - Letter to Manager***

Dear <NAME>,

**RE: Attending APPEA 2020 Conference and Exhibition**

I would like to discuss with you the possibility of me **attending the APPEA 2020 Conference and Exhibition, being held in Perth from 18-21 May 2020.**

In my role as <JOB TITLE> the importance of building strong networks and creating sustainable business relationships are becoming increasingly important. With the energy industry going through a period of unprecedented change, I strongly believe my attendance as a representative for <COMPANY NAME> at APPEA 2020 would be of significant benefit to the team.

In addition to the large number of networking events on offer at APPEA 2020, I would like to attend the conference in order to learn from industry leaders and leading researchers and bring their findings and strategies back to <COMPANY NAME> and share what I learn with our team.

This year’s conference focuses on *Energy for a Better Australia*. Given the current media climate and focus on Australia’s energy policy I believe this conference will give the industry an opportunity to come together put their best foot forward and create the pathways to enhance our reputation and involvement.

From a professional development perspective, attending APPEA 2020 would provide the opportunity to learn from key industry players and identify how we can improve the quality of our work and positively impact our business performance.

This conference offers an extensive speaker program of more than 20 high-profile plenary speakers and over 150 technical and business speakers, all who go through an intense and rigorous selection process in order to ensure that only the highest quality research and projects are featured. I believe some of the presentations held at APPEA 2020 could be adapted or incorporated to work with our business model.

This year’s speaker program will examine new methodologies, technologies and applications of resources in detail to find new ways to contribute to improving our industry. In addition, the content provided at APPEA 2020 can be used to achieve the goals of <WORK YOU DO> and we can review against industry benchmarks to measure our success.

I have reviewed the Conference Program, and have highlighted the sessions I would like to attend with their key takeaways being:

* SESSION NAME
* SESSION NAME
* SESSION NAME

After reviewing the list of speakers, I would like to use this conference as an opportunity to network with the following people:

1.

2.

3.

A breakdown of the costs of attending APPEA 2020 is listed below:

Conference Fee *(Early bird rate – expires 3 April 2020)*: **$1,695**

Conference Fee after 3 April 2020: **$1,845**

Airfare: $xxxx

Travel to and from airport: $xxxx

Hotel: $xxx

Thank you for your consideration and I hope we can arrange a meeting to discuss this opportunity soon.

Sincerely,

<YOUR NAME>