**SAMPLE ATTENDANCE JUSTIFICATION LETTER**

Use the sample letter below as a starting point for putting together your request for attendance. Simply copy and paste the document into an email or Word document and personalize it as necessary. This letter will help outline the value that attending #JAC2022 provides not just to you as an impact assessment professional but to your entire organization.

Dear ***[NAME]***,

I would like to request approval to attend the BCMSA/PWABC 4th Joint Annual Conference and Tradeshow (JAC2022) to be held 4-5 October 2022 in Vancouver, BC. 4-7 ([https://www.bcmsa.ca/what-we-do/conferences](https://www.bcmsa.ca/what-we-do/conferences/)/). This 2.5-day event is expected to gather over 300 local government professionals from across British Columbia.  It will give me an opportunity to share and learn best practices and network with a wide range of industry experts and peers from all over BC in a single trip.

JAC2022 will be composed of plenaries with well-known keynote speakers (Communication Expert, Award Winning Entrepreneur, Inspirational Keynote Speaker, Acclaimed Author Stuart Knight and International Bilingual Leadership Resilience and Burnout Prevention Expert, Work Psychologist Dr. Marie-Helene Pelletier, PhD, MBA), over 30 concurrent sessions, and a wide range of networking opportunities. Based on information from the JAC2022 web site, delegates at last year’s conference found the event to be valuable:

* 88% would recommend future JAC conferences to their colleagues
* Delegates rated the overall conference 4.4 stars out of 5 stars
* 96% felt they had acquired significant new information, knowledge, and/or techniques directly applicable to their work
* 92% shared information they obtained at the conference with colleagues and/or stakeholders

Because this will be the 4th annual JAC, I expect #JAC2022 will be much the same, and I anticipate a great opportunity for my professional development.  ***[If the public works or OHS content relates directly or indirectly to your work, add a sentence to describe this.]***I can attend sessions such as ***[insert applicable session names here; view submitted sessions at https://www.bcmsa.ca/wp-content/uploads/2022/06/Delegate-Guide-2022-2.pdf]*** that are directly applicable to my work and to our company. Practitioners and researchers will be presenting their case studies, results, and lessons learned. ***[Insert text here if you have submitted your own abstract and/or can showcase your organization!]*** Not only will I be able to learn from those experiences and gain new ideas and techniques, but I will also be able to meet and interact with these top-level local government experts and other local participants with whom our organization could collaborate in the future.

There will also be a tradeshow. I am particularly interested in meeting providers of ***[enter a service or material]***.because ***[describe how it relates to your work]***.

The registration fee for this event is ***[see cost worksheet or registration form]***. The event is hybrid with a virtual component so, so the networking and learning opportunities will continue long after JAC2022 is over. I request approval for the registration fee plus travel costs. For your convenience, I have attached an estimated breakdown of the anticipated expenses.

Thank you in advance for your consideration and please let me know if you would like additional information about JAC2022.

Regards,

***[NAME]***

**COST WORKSHEET**

To demonstrate a valuable return on investment, you should reinforce the long-term value of your conference expenses to your organization. To help you calculate your conference expenses, complete and share the cost worksheet below with your management to obtain approval.

|  |  |  |
| --- | --- | --- |
| Registration fee | Early bird rate (first 60 tickets): CAD $695 Regular rate: CAD $795 | $ |
| Courses, visits, and other fees | Training courses range from US$275-475, technical visits range from US$40-870, and a banquet ticket costs US$55. See the registration form for details and other events. | $ |
| Airfare | | $ |
| Lodging at Sheraton Vancouver Wall Centre | Special rate: CAD 199/night + tax. Book the conference discounted rate through the online registration system. | $ |
| Transportation: Airport to Hotel / Hotel to Airport | Taxis: CAD $44 one way; Skytrain: CAD $9.95 one way to downtown Vancouver | $ |
| Food Per Diem | Coffee breaks and lunches are Tuesday and Wednesday. | $ |
| Total | | $ |