Date:

To: **<department head’s name>**
From: **<your name>**
Date: **<insert date>**
Subject**: Proposal to attend the Student Experience Network Conference (SENCON) 2022**

Dear <**Insert Department Head's Name**>,

I would like to seek your support in attending the upcoming Student Experience Network Conference which is taking place from the 20th to 23rd November at the University of Wollongong.

The program for this three-day event features an agenda of educational sessions, industry information, broad networking and the opportunity for sharing best practice in the student services sector. This event will be particularly focused on the learnings, outcomes, and adaptations of Higher Education student service organisations across Australia and New Zealand, amidst the challenges of the past few years and heading into the future.

Here are three ways that I will specifically benefit from attending the conference:

1. **Educational Specialist Sessions.** This conference enables me to attend several sessions, forums, panels, and workshops presented by knowledgeable peers and industry speakers that is directly applicable to my work. These sessions provide an excellent opportunity to gain knowledge from colleagues working at other Universities and TAFEs and gives me the opportunity to bring new ideas back to our department. This will improve our department's **< --- >**.
2. **Networking Opportunities.** The Student Experience Network conference will place me amidst colleagues working in the Australian and New Zealand Tertiary Student Services sector. The conference networking events will provide me the opportunity to meet with potential mentors and sector experts. The sharing and exchange of best practices will improve my knowledge and enable me to bring back new ideas to our organisation/university/department.
3. **Meet with Industry Suppliers/Product Managers**. The SEN Expo, which is held during the conference, will provide me with opportunities to meet SEN partner **product and service managers** with whom I can share our ideas and areas of need, expand my knowledge of items available to our market as well as request enhancements to improve the products and services we already use.

I am seeking <**your organisation name here**> support to attend this conference. I believe this unique professional development opportunity will be time/money very well spent.

**Here is an approximate breakdown of conference attendance costs (all costs in AUD):**

Conference Registration Fee:

**Up to $300 for each delegate from a SEN financial member organisation**

($1,500 for each delegate from a SEN non-financial member)

**<add registration fees>**

+

Additional Campus Tours and Networking Activities: **<add additional tours & activity expenses>**

+

Travel & Hotel Expenses: **<add flight expenses and Hotel rates >**

+

Meals: <**add meal expenses**>

SENCON provides most of my meals during the event including lunch for 2 days, and a social BBQ for dinner on day 1.

Additionally, I would like to attend the SEN Awards Gala Dinner on the Thursday night, 23rd November, where exemplary industry initiatives are shared, celebrated and awarded.

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SEN Gala Award Dinner Ticket: <**add SEN Gala Award Dinner ticket expense**>

= The total cost estimate is: **<add your estimated figure>**

There may potentially be a few additional meal expenses that I may incur while traveling.

On my return from the Conference, I will submit details summarising key information, and techniques I learned, with follow-up actions based on knowledge gained during the conference.

I can also look to implement these learnings to maximise our processes, improve our operations and student support, and contribute to our staff’s ongoing professional development.

I am also happy to share the conference materials with other team members and give brief presentations to other groups who will benefit from this knowledge. This is an ideal way for the rest of our department to benefit from my participation at the conference.

**Protocols**

The event coordinators, in conjunction with all conference venue partners, have ensured that ant current government guidelines and event protocols are in place.

**<add accommodation and/or airline carriers safety protocol links if applicable>**

Thanking you in advance for your consideration of this request, I look forward to hearing from you soon.

Sincerely,

**<insert your name here>**