

Good Morning/Afternoon <Insert Manager's Name>,

I seek your approval to attend the [Association of Children's Welfare Agencies Conference](#) (ACWA 2024). It takes place once every two years and is the largest gathering in Australia of advocates, practitioners, policy and researchers and sector leaders in child and family fields. The Conference will be taking place from 5-7 June 2024 at the International Convention Centre, Sydney.

Here are a few quick reasons why it would be advantageous for me (and for our organisation) to attend ACWA 2024:

1. The conference will have several streams – including child protection and domestic violence, keeping families together and reunification, residential care, and hearing from First Nations experiences, services, and initiatives.
2. There are plenty of social highlights included with the registration, providing delegates valuable opportunities to network, renew connections and celebrate the work of our sector.
3. The opportunities for professional growth afforded by attending the Conference and networking with peers will represent a valuable investment in me and boost my value as an asset to the organisation.
4. The Conference has announced a notable international speaker line-up, providing quality industry knowledge.
5. Attending the Conference will enable me to earn CPD points through the National Quality Framework.
6. My attendance can be used in internal communications to illustrate how our organisation is embracing a progressive and innovative National outlook.

If I book before 28 March 2024, I can register at the discounted early bird rate. ACWA has also negotiated discounted rates with local hotels for attendees.

As it is now so close to this date, ACWA has generously organised a special previous attendee's code (Code: **ACWAEB**) to allow us to receive the early bird rate for another week until Friday 5 April. As it is now very close to this date, I appreciate your attention to my request.

I've broken down the approximate cost of my attendance at ACWA 2024 below:

Registration:	\$1,400 early bird (find prices <a href="#">here</a> )
Hotel:	Ranging from \$275 - \$390 per night.

Thank you for your consideration. Please let me know if you require any further information.

Kind regards,

< Your name >