**Subject:** Proposal to attend the Australian Women's Leadership Symposium

Dear Manager’s name,

I am writing to request approval to attend the upcoming Australian Women’s Leadership Symposium on Friday 16th May in Adelaide. This event is widely recognised for providing a supportive and empowering environment where women can gain valuable leadership insights, inspiration, and professional growth opportunities—making it a meaningful investment in my development. Attending will allow me to gain new perspectives, learn from experienced leaders, and bring fresh ideas back to our organisation.

**Event Details:**

* **Name:** The Australian Women's Leadership Symposium - Adelaide
* **Date and Time:** Friday 16th May, 8:30am – 4:15pm (optional networking drinks until 5pm)
* **Location:** Hilton Adelaide - 233 Victoria Square, Adelaide, SA, 5000
* **Website:** <https://www.wla.edu.au/adelaide/>

**Benefits of Attendance:**

* **Inspiration and Empowerment:** Engaging with stories from diverse leaders will provide fresh perspectives on leadership, equality, and inclusion, equipping me with innovative strategies to apply within our team.
* **Personal and Professional Growth:** The Symposium offers a platform to reflect on my leadership approach, enhancing my skills and boosting confidence to tackle challenges effectively. Interactive sessions include:
* **Development Session, ‘AI in Business & Leadership: Opportunities and Ethics’** - gain practical insights and strategies to navigate AI’s impact on organisations.
* **Panel discussion, ‘Leading Beyond Boundaries’ -** an expert panel will field questions on leadership adaptability and innovation.
* **Networking Opportunities:** Connecting with professionals across various industries can lead to valuable collaborations and knowledge exchange, benefiting our department's objectives.

**Testimonials:**

Past participants have highlighted the Symposium's impact:​

* “This event has encouraged me to broaden my perception and thinking on a range of topics, predominantly the way I adopt and establish diversity throughout my team and create a psychologically safe and inclusive environment.” Talisha – Collins Foods
* “The Symposium provided a great insight into areas for development and improvement.” – Naomi, Stadiums Queensland

**Investment:**

* **Registration Fee:** $795 +GST (includes industry discount of $300).   
  Standard rate: $1,095.00 + GST

I propose utilising my professional development budget to cover these expenses, as attending the Symposium directly supports my growth and aligns with our organisation's goals for leadership development.

Thank you for considering my request.

Sincerely,

[Your Name]