Hi [insert manager’s name here]

I’m interested in attending the [National Transport Conference (Transport 2024)](https://www.engineersaustralia.org.au/learning-and-events/conferences-and-major-events/transport#content-tab-0) organised by Engineers Australia and Transport Australia society and would like your approval to attend.

The conference will take place on 27-28 June 2024 at Engineers Australia’s Melbourne office, and will bring together strategists, cutting-edge researchers and leading practitioners from across the transport profession.

By attending, I’ll get the chance to learn, be inspired and play a part in shaping the direction of Australia’s transport system.  
  
Here is a snapshot of what the conference will give me access to:

* Expert presentations exploring themes including future transport needs, smoothing the infrastructure pipeline, inclusive planning and design.
* In-person networking opportunities to connect with colleagues and potential collaborators across the transport industry including active, public, freight, passengers, air, rail, road and sea.
* Valuable insights, knowledge and skills specific to transportation, which will enhance my professional development.
* Up to 12 continuous professional development hours (as an Engineers Australia member).

Here’s an approximate breakdown of the conference costs:

Conference registration fee: $ XX

Airfare: $XX

Transportation: $XX

Hotel: $XX

Meals: $XX

Total: $XX

Attending Transport 2024 will not only benefit my professional growth but will also provide me with valuable takeaways and insights that I can share with our team.

You can read more information about the event on [Engineers Australia’s website](https://www.engineersaustralia.org.au/learning-and-events/conferences-and-major-events/transport#content-tab-0).

I look forward to discussing this opportunity with you.

[Sign off],

[Your name]