



## Request for Approval to Attend

*If you need help obtaining budget approval to attend the IPWEA Australasian Fleet Conference, here is a customisable **Request for Approval** that you can cut and paste and send in an email to your supervisor.*

.....

Dear (insert your Supervisor's name here)

I am aware that our organisation / Council has a strong commitment to training to ensure that its staff are kept up to date with new industry knowledge and technology.

I would like permission to register for the IPWEA Australasian Fleet Conference being delivered as a virtual event 23 - 24 March 2021.

IPWEA's Virtual Fleet Conference is a cost-effective training investment covering areas critical to contemporary fleet management such as:

- Fleet Safety
- International trends
- Fleet maintenance developments
- Emission reduction
- Information management
- Finance skills
- Regulatory developments

The conference has a number of educational session topics, many of which are relevant to my work and these will benefit both myself, and through application of these skills, my employer. I have listed these key topic areas below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_





5. \_\_\_\_\_

The conference and exhibition has a large focus on sharing ideas with colleagues during formal networking time. I will be able to learn and get ideas from the leading fleet operators from across the country and internationally. I believe the flow of information, training sessions and opportunities to connect with experts and colleagues will help us address some of our current challenges in new ways.

In order to secure the early bird discount rates, it would be appreciated if you could let me know if I can move ahead with attending this educational conference. Thank you.

Sincerely,  
(insert your name)

