

Dear [NAME]

The AHEP 2024 conference will be held at the University of Warwick, Sunday 24 to Tuesday 26 March inclusive, and I am seeking your support to participate.

The Association for Higher Education Professionals (AHEP) is the leading professional association for higher education professionals across the United Kingdom. The theme of this year's conference is *Pioneering through political uncertainty: Navigating the impact of UK elections on higher education*.

AHEP's annual conference features:

- Plenary speakers on topics that are highly relevant to the sector;
- Practitioner-led sessions where individuals and teams share their experiences, case studies, insights and techniques;
- Hands-on workshops for specific tasks, techniques and topics;
- Meetings of special interest groups such as Governance; Student Experience and Engagement; Managing Change;
- Extensive opportunities for meeting and connecting with peers from other organisations across the higher education sector.

To learn more about AHEP 2024, visit the [conference website](#).

I propose to participate in this conference by:

- Submitting a session proposal (abstract) based on learnings from [NAME OF RECENT PROJECT/INITIATIVE]
- Helping to facilitate a colleague's session [GIVE SHORT DESCRIPTION]
- Connecting with relevant staff from other universities, to extend my professional network
- Volunteering to help at the conference venue: chairing a session, giving directions, etc.

Attending this conference will allow me to grow as a professional, develop my skill set, gain new perspectives, and explore my professional interests. More specifically, here are three goals I am looking to accomplish:

1. [ADD A PERSONAL GOAL HERE, e.g., find answers to a specific question; learn about a topic that's new to you; engage with the wider HE context]
2. **Applying what I learn** to projects we are currently working on, such as [PROJECT NAME]
3. **Inspiring our team:** I will share my AHEP 2024 experience with the team and develop an action plan incorporating the tools, resources, and strategies I discover, so we can start using them straight away.

The AHEP 2024 conference offers exceptional value when compared to other multi-day events. Here is a high-level summary of the cost:

Registration Fee: [INSERT COST] including site visits and the conference dinner

Airfare/travel: [INSERT COST]

Hotel: [INSERT COST] including breakfast

Additional expenses: [INSERT COSTS]

Approximate total: [CALCULATE TOTAL COST]

An intensive three-day conference will allow me to step back from day-to-day tasks and explore new perspectives on the most pressing matters our institution is facing. I expect to learn better, creative ways for our team to meet those challenges.

Thanks for considering this request. Please let me know if you need more information before approving.