

Dear [NAME]

The AHEP 2025 conference will be held at the Glasgow Caledonian University from Sunday, 1 June to Tuesday, 3 June 2025 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.

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 2025, 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 2025 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 2025 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.