Date <Day, Month, 2022>

Dear <*Manager>*

I would like to attend Cannexus, Canada’s Career Development Conference, taking place January 23-25, 2023. Cannexus has become the largest and most important event in the country that explores innovative approaches in career and workforce development. This year the conference is being offered as a hybrid for the first time, so virtually as well as in-person in Ottawa. My preference would be to attend (indicate in-person or virtually).

Some of the features that contribute to the ROI of my participation include:

* More than 150 education sessions with practical skills-building content and current labour market information to help us adapt and serve our clients
* Timely and relevant presentations that address current and anticipated challenges with post-pandemic recovery and critical issues related to equity and decent work
* Access to recordings of all the virtual sessions after the conference *for six months* – so I won’t miss anything and I can extend my learning well into 2023
* Ability to network with delegates, speakers and exhibitors, which will allow me to identify partners and bring innovative ideas back to work

Now in its 17th year, Cannexus draws together both front-line practitioners and managers from across the career services spectrum, including education, community-based agencies, government and the private sector. The Cannexus23 program continues to emphasize that now, more than ever, those providing career and employment services are essential. The sector is in the midst of reimagining career development and we don’t want to be left behind.

There are many sessions on offer that will have a positive impact on my own career development by increasing my knowledge and abilities, such as:

* Impact of the Pandemic on Career Development
* The Future is Now: AI & Career Services
* They’re Here! Generation Z Career Directions
* Helping Clients Cope with Bias During Job Search
* Labour Market Trends You Need to Know
* Preparing Jobseekers for the New Normal: Virtual Work
* Climate-aware Careers: Cultivating Hope Amidst the Climate Crisis
* Future-proofing Students Through Work-integrated Learning

The conference features experts, including keynotes from Indigenous diversity expert Dr. James Makokis, economist and futurist Linda Nazareth and Tareq Hadhad, the Syrian refugee and entrepreneur who founded Peace by Chocolate. A who’s who of career development and workforce leaders from across Canada and around the world will present at Cannexus23. Presenters include: *Candy Ho, Dr. Ken Keis,* *Gray Poehnell, Rich Feller, Mark Franklin, Sareena Hopkins, Lisa Taylor, Kris Magnusson, Sarah Delicate, Wendy Cukier, Tannis Goddard, Graham Donald, JP Michel, Dave Redekopp and so many more*.

Additionally, Cannexus, provides many opportunities for networking with other conference delegates that will give me invaluable connections for my work. The Exhibitor Showcase should also be of benefit to me. I can visit with the Canadian Centre for Youth Prosperity, Magnet and Future Skills Centre to learn what new products, programs and services are available in all areas of the career counselling and employment field.

I would be happy to share what I learn at Cannexus with my colleagues (such as by making a presentation) – in order to extend the value of our organization’s investment in my attendance.

The cost to attend the conference will be the registration fee [for an in-person request add travel expenses, hotel and evening meals.]

Here is my estimated breakdown of conference costs:

Conference Fee: $\_\_\_\_\_\_\_. (Please look for these details on our [www.cannexus.ca](http://www.cannexus.ca) website, under Registration, and choose which rate is appropriate)

Travel:  $\_\_\_\_\_\_\_. (You will need to do this yourself by looking at Via Rail, Air Canada or WestJet – check discounts on [www.cannexus.ca](http://www.cannexus.ca), on the Hotel & Travel pages)

Transportation to and from Hotel (cab): $70.

Hotel: $179 per night, for a 3-night stay at Novotel Hotel Ottawa.

Meals: 3 breakfasts, 2 lunches and a Monday evening reception are included so $100 should suffice.

The total estimated cost for me to attend Cannexus23 is $\_\_\_\_\_\_\_ + taxes.

Members of 30+ supporting organizations receive a 25% discount as do Groups of 5 of more, so it would be wonderful if we could send more of our team members this year.

Please check out the conference website at <https://cannexus.ceric.ca/>. Many peers have fantastic things to say about their past Cannexus experience on the Testimonials page.

I am confident you will see Cannexus23 as a worthwhile professional development opportunity for me and our organization. Not only can I learn the latest best practices sessions and enhance my competencies, but I can also renew myself at a time when we all need to focus on our own well-being too.

My attendance at this conference is a wise investment that will pay off for years to come.

Sincerely,

<*Your Name>*