Date <Day, Month, 2023>

Dear <*Manager>*

I would like to attend Cannexus, Canada’s Career Development Conference, taking place January 29-31, 2024. Cannexus has become the largest and most important event in the country that explores innovative approaches in career and workforce development. The conference is being offered in a hybrid format, 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 100 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 artificial intelligence, climate change and a hybrid workforce
* Access to recordings of all the virtual sessions after the conference *for three months* – so I won’t miss anything and I can extend my learning well into 2024
* 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 18th year, Cannexus draws together front-line practitioners and managers from across the career services spectrum, including education, community agencies, government and the private sector. The Cannexus24 program emphasizes the role of career development in changing individual lives and building a stronger future for Canada. 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:

* Mapping the Canadian Career Development Sector
* What Indigenous Learners Need from Career Education
* Today's Modern Resume: Tips, Techniques and Trends
* Net Zero – Implications for Skills
* Scaling Career Development in Higher Ed: Creating Faculty Career Champions
* Meeting SME Talent Needs – Career Planning and Support
* A JEDI Lens to Career Advice
* ChatGPT and AI: Unlocking Potential, Amplifying Impact
* Integration of Career and Mental Health Counselling
* Essential LinkedIn Strategies for Optimizing Content at Every Career Level
* Coaching Clients on Salary Negotiation
* What Gen Z Values and Why It Matters

The conference features top experts, including keynotes from future of work expert Hamza Khan, Paralympic champion Chantal Petitclerc, University of South Australia’s Dr. Nancy Arthur and award-winning researcher on Indigenous youth Dr. Sean Lessard. A who’s who of career development and workforce leaders from across Canada and around the world will present at Cannexus24. Presenters include: *Candy Ho, Gray Poehnell, Mark Franklin, Sareena Hopkins, Lisa Taylor, Seanna Quressette, Graham Donald, JP Michel, Dave Redekopp, Tricia Berry, Josh Davies, Roberta Borgen (Neault), Mary McMahon, Trina Maher, Sonny Wong, Sarah Delicate, Yvonne Rodney, Deirdre Pickerell, Rich Feller* 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 help to me. I can visit with Career Labs VR, Magnet, ABC Life Literacy, OneLifeTools, Future Skills Centre and others 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 [cannexus.ceric.ca](https://cannexus.ceric.ca/) website, under Rates, and choose which rate applies)

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

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

Hotel: $199 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 Cannexus24 is $\_\_\_\_\_\_\_ + taxes.

Members of 30+ supporting organizations receive a 25% discount as do Groups of 5 of more, so it would be beneficial 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 Cannexus24 as a worthwhile professional development opportunity for me and for our organization. Not only can I learn the latest best practices and enhance my competencies, but I can also recharge by focusing on our my own well-being too.

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

Sincerely,

<*Your Name>*