Date <Day, Month, 2024>

Dear <*Manager>*

I would like to attend Cannexus, Canada’s Career Development Conference, taking place January 27-29, 2025. 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 2025
* Ability to network with delegates, speakers and exhibitors, which will allow me to identify partners and bring new ideas back to work

Now in its 19th 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 Cannexus25 program emphasizes the role of career development in leading how we can adapt to a new era. 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:

* Building Capacity in SMEs to Hire Immigrants
* How to Turn Interview 'Landmines' into Opportunities
* Climate-informed Career Development, Adaptation, Mitigation and Mental Health
* Moving Forward on Social and Emotional Skills Development
* Labour Market Trends CDPs Need to Know
* Neuroinclusive Mentorship for Career Success
* Canada's New Training Platform: Upskilling Workers and Employers
* Decolonizing Career Development: Indigenous Approaches to Employment Services
* A Classroom-based Intervention to Raise Student Awareness of Transferable Skills
* Implementing a Career Advising Program in the Workplace
* Triple Your Client Impact Through ChatGPT and AI Tools
* Canadian Students' Perspectives on Careers & Career Development: 2025

The conference features top experts, including keynotes from cultural diversity expert Tina Varughese, Walden University professor Dr. Kevin Glavin and award-winning Indigenous author Niigaan Sinclair. A who’s who of career development and workforce leaders from across Canada and around the world will present at Cannexus25. Presenters include: *Ed Hidalgo, Wendy Cukier, Candy Ho, Mark Franklin, Sareena Hopkins, Lisa Taylor, Graham Donald, JP Michel, Dave Redekopp, Tricia Berry, Roberta Borgen (Neault), Trina Maher, Sonny Wong, Sarah Delicate, 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 International Experience Canada, Career Life Skills Resources, Magnet, 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: $205 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 Cannexus25 is $\_\_\_\_\_\_\_ + taxes.

Members of 30+ supporting organizations receive a 20% 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 Cannexus25 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 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>*