Date <Day, Month, 2025>

Dear <*Manager>*

I would like to attend Cannexus, Canada’s Career Development Conference, taking place January 26-28, 2026. 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 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 140 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, skills gaps and economic uncertainty
* 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 2026
* Ability to network with delegates, speakers and exhibitors, which will allow me to identify partners and bring new ideas back to work

This year marks a very special Cannexus as it celebrates 20 years of Evolving Work and Expanding Impact. The conference continues to draw together front-line practitioners and managers from across the career services spectrum, including education, community agencies, government and the private sector. We don’t want to miss out.

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:

* AI & Innovation Trends You Need Know
* Underemployment Among Post-secondary Graduates: Examining a Critical Issue
* Beyond the Resume: Giving Soft Skills the Credit They Deserve
* Resilience and Readiness: Mental Wellness in Job Search Support
* Essential Job Development Practices in the Tech Sector
* What Indigenous Learners Need for Career Education
* Neurodiversity-affirming Career Development
* Beyond Career Day: Creating Real Skills Through Industry Partnerships
* Group Career Development for Vulnerable Youth
* Moving Beyond Trauma-informed Approaches
* Gain Impact & Scale with Older Adults to Live with Grace, Dignity & Mischief
* Using Bite-sized Learning in Career Development

The conference features top experts, including **keynotes from career-focused counsellor Sonny Wong, disability activist Spencer West, former Canadian national news anchor Farah Nasser and Inuk singer and advocate Susan Aglukark.** A who’s who of career development and workforce leaders from across Canada and around the world will present at Cannexus26. Presenters include: *Wendy Cukier, Candy Ho, Mark Franklin, Sareena Hopkins, Lisa Taylor, Graham Donald, JP Michel, Dave Redekopp, Roberta Borgen (Neault), Sonny Wong, Sarah Delicate, Deirdre Pickerell, Rich Feller, Andrea Fruhling, Cathy Keates, Lorraine Godden, Denis Gravelle, Gillian Johnston, Gray Poehnell, Tannis Goddard, Seanna Quressette* 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 AFC Psychometric Tests, Career Life Skills Resources, Career Certification, Careers in Energy 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: $212 per night, for a 3-night stay at the Doubletree by Hilton 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 Cannexus26 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 Cannexus26 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>*