

Professional Development Request

To: <manager name>

From: <your name>

Date: <insert date>

Subject: Australian Law Librarians' Association (ALLA) & New Zealand Law Librarians' Association (NZLLA) Joint 2010 Conference

I would like to apply to attend the Australian Law Librarians' Association (ALLA) & New Zealand Law Librarians' Association (NZLLA) Joint 2010 Conference, called "Cross Current: charting our future", to be held on Wednesday 29 September to 1 October 2010, Melbourne, Law School, University of Melbourne.

This is the only ALLA/NZLLA conference to be held in 2010 that affords me the opportunity to gain highly specialised and focused professional development within the Australian and New Zealand law library industry. This year's program offers a range of topics highly relevant to my current position of <job title> in <insert name of organisation>.

Conference Program

I plan to attend the following conference sessions:

<insert session here> ([Program sessions may be viewed here](#))

<insert session here>

<insert session here>

Trade Exhibit

In addition to the conference sessions, there are a number of trade exhibitors I would like to meet to discuss new services and future enhancements and how they can be best utilised in <insert name of the organization>. The trade exhibitors are:

Trade Exhibitor ## ([Trade exhibitors may be viewed here](#))

Trade Exhibitor ##

Trade Exhibitor ##

Trade Exhibitor ##

Networking

The conference will attract over 200 delegates from government, tertiary and commercial organisations from Australia and abroad and is a wonderful opportunity to learn of other experiences, processes and developments. In particular I plan to meet with <insert name> from <insert organisation's name> to discuss (Eg how they manage RSS feeds).

Requested Leave Dates

I am requesting 3 days of work time and ## annual leave days to attend the conference commencing on <day/month/2010> to <day/month/2010> and returning to work on <day/month/2010>. During my absence, I propose <describe your usual work coverage plan for scheduled absences>

Conference Costs

The total cost of the conference to be funded by <inset organisation's name> is \$<insert conference costs> as per Table 1.

Table 1. Conference Costs

| Item | Cost (inclusive of GST) |
|---------------------------|--------------------------------|
| Registration Fee | \$ |
| Airfare/Car/Bus/Train etc | \$ |
| Taxis | \$ |
| Accommodation | \$ |
| Workshop | \$ |
| Other | \$ |
| Total | |

If my application is supported, I will provide a written report on the conference to be presented at the team meeting, scheduled for <insert date>.

Kind Regards,

<your name>

<job title>