



## HOW TO GAIN APPROVAL

By attending the Developing Northern Australia Conference, you can build on your skills and knowledge through an educational program and the opportunity to network with industry experts, find new ways to demonstrate your value as well as be a more effective influencer.

If you need to gain approval to attend, follow these guidelines to gain support from your supervisor.

### STEP 1

**Review the speakers** – Check out the invited keynote speakers and the thought leaders you will be learning from. You have the opportunity to attend each session and use the dedicated networking hours to meet, share and learn from industry peers and leaders to find solutions to your biggest challenges and identify new opportunities for growth. All sessions are recorded, and you have the opportunity to benefit from the full program not only the sessions that you attend. This important conference has run for 4 years.

### STEP 2

**Save money** – Book and pay before 31 May 2019 and save \$100 on the ticket price. A discount on accommodation rooms will be available at the event venue. Take advantage of coffee breaks, drinks reception and lunches to help cut costs of eating out.

### STEP 3

Complete the **Request Letter** and submit to your supervisor. This letter will help you demonstrate why you should attend the 2019 Developing Northern Australia Conference at the Red Earth Arts Precinct, Karratha.

### STEP 4

**Report your learnings** – Commit to a post-event briefing with your team or senior management to highlight what you've learnt and what can be implemented to your organisation. Speaker presentation slides and podcast recordings will be made available wherever possible.

Monday, 17 September 2018

Dear [Supervisor],

The Developing Northern Australia Conference is the foremost event Highlighting the opportunities, challenges and outcomes for growing Northern Australia. For education, networking and professional development, this event simply has no equal. I believe my participation is critical to bring new ideas and approaches to our organisation and further my professional development. I would like to request approval to attend.

The conference will be held on 11 & 12 July 2019 at the Red Earth Arts Precinct, Karratha, WA, Australia. After reviewing the conference speakers, I have identified that the majority of sessions will provide a lot of useful information that I believe I will be able to apply to my role and our organisation. Being able to learn from other industry influencers and experts from a broad range of organisations will provide me with an opportunity to learn what other organisations are doing and to invest focused time in learning and contributing to deelooping northern Australia. The conference in its current form has been running for 4 years.

The key themes I have identified that will be covered at the conference that I will benefit from are:

- A
- B
- C

The costs associated with attending the Developing Northern Australia Conference:

Airfare	\$
Hotel	\$732 (3 nights incl. breakfast at the Karratha International)
Registration Fee	\$1190 (Early bird rate)
Miscellaneous (meals/taxi)	\$

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

Further event information can be found online at the event website: [northaust.org.au](http://northaust.org.au)

Thank you for taking the time to consider my request. I look forward to hearing a favourable result and am excited about the opportunity to represent our organisation and share the learnings from the conference.

Sincerely,  
[Your Name]