To: **<department head’s name>**

From: **<your name>**

Date: **<insert date>**

Dear <**Insert Department Head's Name**>,

Subject**: Proposal to attend the 2025 ASRA Conference**

I would like to draw your attention to and seek your support in attending the upcoming 2025 ASRA Conference which is taking place from the Sunday 6th to Wednesday 9th April at De Vere Cotswold Water Park, Cirencester.

The programme for this two-and-a-half-day event features a packed agenda delivering; industry led information sessions, personal improvement seminars, and the opportunity for sharing best practice in the Accommodation Sector.

Here are three ways that I will specifically benefit from attending the 2025 ASRA Conference:

1. **Industry Led Information Sessions on working in the Accommodation Sector.** Would enable me to attend a number of sessions presented by fellow users and knowledgeable industry speakers that are directly applicable to my work and will improve our department's management of <**add in sessions that would benefit your organsiation>**These sessions provide an excellent opportunity to share knowledge with colleagues working at other Universities, Colleges and in Purpose Built Student Accommodation and give me the opportunity to bring new ideas back to our business.
2. **Local and International Networking Opportunities**. The ASRA Conference will put me face-to-face with colleagues working in the varied Accommodation Sectors from across the United Kingdom. The conference networking events will provide me with the opportunity to share and exchange best practices that will improve my knowledge and enable me to bring back new ideas to explore and implement.
3. **Meet with Industry Suppliers/Product Managers**. My time in Aberdeen will give me opportunities to meet with **product and marketing managers** with whom I can share our ideas and areas of need, as well as request enhancements to improve the products we use.

I am seeking <**your organisation name here**> support to attend the conference. I believe this unique professional development opportunity will be money very well spent.

**Here is an approximate breakdown of conference costs:**

**\*Actual costs TBC in early 2025, the below should be used as a guide only\***

|  |  |  |
| --- | --- | --- |
| **REGISTRATION FEES**  **Accommodation included** | **\*\*ASRA Member** | **Non Member** |
| **Full Conference Package**  (Sunday – Wednesday) | £695.00 | £808.00 |
| **Short Conference Package**  (Monday – Wednesday) | £545.00 | £650.00 |
| **Day Delegate – 2 day package**  (Monday & Tuesday) | £420.00 | £525.00 |
| **Day Delegate – 1 day package**  (Monday **OR** Tuesday) | £340.00 | £440.00 |

**NOTE**

\*\* **The ASRA Members rate is available to any person working within the provision of student accommodation of a member institution or private company, whose annual subscription has been paid in full prior by 31st December 2024.**

**Full Conference Package** - 'optional' guided walking tour on Sunday, 2-day Training  & Development Programme, Tea/Coffee and lunch (Monday and Tuesday), ASRA Networking events including food, beverage and entertainment, where applicable (Sunday and Monday), Conference Dinner on Tuesday with pre-dinner drinks, meal with wine and entertainment, 3 nights' Bed & Breakfast accommodation (Sunday, Monday and Tuesday).

**Short Conference Package** - 2-day Training & Development Programme, Tea/coffee and lunch (Monday and Tuesday), ASRA Networking event including food, beverage and entertainment, where applicable, Conference Dinner on Tuesday with pre-dinner drinks, meal with wine and entertainment

2 nights' Bed & Breakfast accommodation (Sunday and Monday OR Monday and Tuesday).

**Day Delegate** - 2-day package, 2-day Training & Development Programme, Tea/Coffee and lunch (Monday and Tuesday).

**Day Delegate** - 1 day package, 1-day Training & Development Programme, Tea/coffee and lunch.

When I return from the conference, I will submit details summarising key information and learning, with follow-up actions based on the knowledge I gained during the 2025 ASRA Conference.I can also look to implement these learnings to maximise our processes, improve our operations and student support, and contribute to our team’s ongoing professional development. I am also happy to share the conference materials with other team members and can give brief presentations to other groups who will benefit from this knowledge. This is an ideal way for the rest of our business to benefit from my training.

Thank you in advance for your consideration of this request, I look forward to hearing from you soon.

Yours sincerely

**<insert your name here>**