***Fill out your information in the fields marked in yellow!***

Hello [Manager's Name],

I have been looking into ways to further develop my knowledge around the latest in viral hepatitis testing and treatment. I found that [15th Australasian Viral Hepatitis Conference](https://hepatitis.org.au/)is happening from 6 to 8 August 2025 in Melbourne, Australia, and would like to request your support to attend.

This conference has a focus on connecting professionals and researchers to discuss the latest news and innovations towards the elimination of hepatitis. The program and speaker line-up shows some great opportunities for me to learn more about [skill(s) or topic area relevant to your work], and make connections with sector-leading peers.

I've put together some important information around the costs below:

**Registration:** [Check which registration rate suits your circumstances: <https://www.hepatitis.org.au/registration-rates>]

**Accommodation:** [Check which discounted accommodation option suits your circumstances: <https://www.hepatitis.org.au/accommodation>]

**Travel:** [Put your flight and travel information and costs here if applicable]

Attending this conference would be an amazing experience and great investment from which I can bring back new practical skills and knowledge for my own work, and to share with my colleagues at [organisation]. You can find out more about the conference at [www.hepatitis.org.au](https://www.hepatitis.org.au/). If you have any questions or would like to discuss anything further, please let me know.