***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 in [relevant topic]. I found that the [Australasian HIV&AIDS Conference](https://www.hivsrh.conference.org.au/) is happening from 15 to 17 September 2025 at the Adelaide Convention and Exhibition Centre, Tarndanya (Adelaide) on Kaurna Country, 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 in the prevention and management of HIV. 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.hivsrh.conference.org.au/registration-rates>]

**Accommodation:** [Check which discounted accommodation option suits your circumstances: <https://www.hivsrh.conference.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.hivsrh.conference.org.au](https://www.hivsrh.conference.org.au/). If you have any questions or would like to discuss anything further, please let me know.