



Dear

I am writing to request your approval to attend the ARMA Canada Information Conference 2024, happening May 12–14 in Calgary, Alberta. ARMA Canada Information Conference is the premiere educational event for records management, information management, and information governance professionals to learn and share industry best practices in Canada.

ARMA is the world's leading membership organization serving almost 5,000 professionals who manage and govern information. This event will feature highly relevant, timely, and forward-thinking content. Over its three days there will be several critical breakout sessions and valuable networking opportunities with industry colleagues.

These presentations clearly meet the immediate needs of and will provide useful information on how to

I believe that my attendance will prove to be highly valuable for our organization, as it will expose me to new thoughts, best practices and give me an opportunity to form and strengthen contacts within our industry. The following is a breakdown of expenses:

Registration Cost:

Lodging:	\$283+tax x 4 days
Airfare:	
Transportation:	Average transport fare, \$45 one-way
Convention	Included
Proceedings:	
Internet Access:	Included
Networking	Included
Receptions:	

REGISTRATION RATES		
Registration Date	Members	Non-Members
Open to Dec 19	\$1,499.00CAD	\$1,799.00CAD
Dec 20 to May 7	\$1,899.00CAD	\$2,199.00CAD
May 8 to Show	\$2,199.00CAD	\$2,499.00CAD
Keynote & Connect	\$499.00CAD	\$499.00CAD

I am confident that the knowledge gained from this conference will produce immediate results. This opportunity to broaden my skillset and professional network makes my attendance at the ARMA Canada Information Conference 2024 a worthwhile investment for

Sincerely,