



IPWEA AUSTRALASIAN FLEET CONFERENCE

Strategy | Resources | Performance

Request for Approval to Attend

*If you need help obtaining budget approval to attend the IPWEA Australasian Fleet Conference, here is a customisable **Request for Approval** that you can cut and paste and send in an email to your supervisor.*

.....

Dear (insert your Supervisor's name here)

I am aware that our organisation/Council has a strong commitment to training to ensure that its staff are kept up to date with new industry knowledge and technology.

I would like permission to attend the IPWEA Australasian Fleet Conference being held from 25 - 27 March 2019 at the Brisbane Royal International Convention Centre.

Combining IPWEA's Fleet Conference is a cost-effective training investment. Targeting all levels of fleet, the training offered at this conference is focussing on two streams: fleet management and fleet maintenance.

The keynote presentations address strategy, resources and performance. These will address Managing risk in a fleet, CORSaMS Case study, The Modern Workshop, The Modern Technician, Verification of competency, Mobile Service Facility, Fleet Management Master Class and New Technology in Civil Works Plant and Equipment. This is fleet training by fleet specialists.

The conference has a number of educational session topics, many of which are relevant to my work and these will benefit both myself, and through application of these skills, my employer. I have listed these key topic areas below:

1. _____
2. _____
3. _____
4. _____
5. _____



The conference and exhibition has a large focus on sharing ideas with colleagues during formal networking time. I will be able to learn and get ideas from the leading fleet operators from across the country. I believe the flow of information, training sessions and opportunities to meet one-on-one with field experts and colleagues will help us address some of our current challenges in new ways.

To keep us in budget, a discounted hotel room rate is offered to attendees. I would need to move on this quickly so I can reserve a hotel room before they sell out. Also, if I register early I can take advantage of the early bird conference pricing. All details are on the website:

www.fleetconference.com.au

The estimated costs of attending are:

- | | |
|--|----|
| 1. Travel: (Home to Brisbane and return) | \$ |
| 2. Registration (early bird) | \$ |
| 3. Accommodation (select) | \$ |
| 4. Total estimated investment | \$ |

In order to secure the early bird discount rates and low price advance purchase airfare specials, it would be appreciated if you could let me know if I can move ahead with attending this educational conference. Thank you.

Sincerely,
(insert your name)

