Dear [Employer name]

[ASMIRT-NZIMRT 2021 Re-Vision](https://conference.asmirt.org/2020/) is Australasia’s leading conference for radiographers, radiation therapists and the wider radiation sciences community. This four-day event (including pre-conference workshops) attracts around 1000 industry professionals who attend to discover the latest innovations, education, and connections within the industry.

I believe that the 4-7 June 2021 event at the Melbourne Convention and Exhibition Centre in Victoria, will further my professional development, expand my industry knowledge and help advance our organisation.

This year’s “Re-vision” theme includes presentations from invited speakers including:

* Helen McNair – Therapeutic Radiographer, U.K.
* A/Prof Ronil Chandra - Consultant NeuroInterventional Radiologist, Australia

(Highlight a session that would be beneficial to your position and your organization. Choose from the website: <https://conference.asmirt.org/2021>)

Expenses would include registration, travel, accommodation and any meals outside of the conference. The total cost is [$XX.XX] and the estimated cost breakdown is:

* Registration:
* Airfare / travel:
* Transportation to and from hotel:
* Hotel:
* Meals:

Understanding that should interstate travel for June not be approved, ASMIRT have enabled the possibility to attend the conference virtually. A change of registration from in person to virtual is available until 20 May.

I am willing to discuss the request and answer any questions you may have. I am confident that attending [ASMIRT-NZIMRT 2021 Re-vision](https://conference.asmirt.org/2020/) would be advantageous for my job performance and professional development and would bring benefits the organisation as a whole.

Sincerely,

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