Dear **[insert name],**

I am requesting approval to attend the 2026 RAIC Conference on Architecture, taking place in Vancouver, BC from May 5 to May 8, 2026.

The Conference on Architecture is the premier flagship event hosted by the Royal Architectural Institute of Canada. This conference will provide me with a unique opportunity to attend sessions directly relevant to my work and to network with leading experts and colleagues in the architectural community.

The conference features eight (8) streams including:

* **Climate Justice and Resilience, Sustainability, Adaptation and Mitigation**
* **Equity, Diversity, Inclusion and Social Justice**
* **Health, Safety, and Accessibility**
* **History, Heritage, and Culture**
* **Housing, Planning and Urbanism**
* **Indigenous-Led Architecture**
* **Innovation in Materials, Technology and Construction**
* **The Practice and Business of Architecture**

Additionally, I will have on-demand access to a majority of the education sessions I was registered for after the conference, enabling me to engage further with the material and share insights with our team.

After reviewing the agenda, I have identified specific sessions aligned with my role and our organization’s objectives, such as **[insert specific session names or themes]**. These sessions are led by seasoned professionals and industry leaders who will address challenges and innovations directly relevant to my responsibilities. I have also prioritized attending all keynote sessions, the Expo on Architecture, and networking events to ensure I maximize the value of this experience.

Below is a summary of the anticipated costs:

* Registration (Premier All Access Pass, early bird): CA$1,699.00 plus tax
* [Insert additional costs for travel, hotel, transportation, and other expenses]

Total estimated cost: [insert total amount]

This conference represents a significant opportunity for me to acquire new knowledge, build industry connections, and bring fresh ideas and strategies back to [company name]. I believe that attending the RAIC Conference will deliver a measurable return on investment through enhanced expertise, improved processes, and a stronger professional network. I am confident that this experience will allow me to contribute even more effectively to our projects and goals.

For additional details, please feel free to visit the [RAIC website](https://conference.raic.org/en/). Thank you for considering.

Sincerely,

**[your name here]**