



Obtaining Approval to Attend Visions 2021 *Sample Email*

As an OHS professional, you can find the latest information, innovations and technologies when you attend the Visions Conference. You also know that to be effective, you must constantly fine-tune your skills, find new ways to cut costs, streamline processes and drive change. Be a force for change in your organisation by bringing the knowledge home. Learn successful methods and best practices from leaders in the industry. Use points from the following sample approval memo to drive home the benefits of attending Visions 2021.

To: *[Recipient]*
From: *[Your Name]*
Subject: Attending AIHS Visions 2021
Date: *[Today's Date]*

I seek your support and approval to attend the Australian Institute of Health & Safety's (AIHS) occupational health and safety conference called "**Visions**", being held in Southport 7-9 September 2021.

The conference is a unique opportunity for me to gain the knowledge and insight we need to solve our daily and strategic OHS challenges. *Visions* offers a comprehensive menu of occupational health and safety education programs, from science to business management and everything in between.

I realise our budget is tight this year; however, this conference is a solid investment in our organisation that will result in immediate and longer term benefits. I will be able to:

- Increase efficiencies and productivity, enhance performance to help the bottom line, and maximise our investment by sharing information and knowledge with you and our co-workers;
- Cite specific programs that will enable you to do this
- Network with my peers from all over the country to benchmark and learn what they are doing to solve similar problems and launch innovative solutions
- *Visions* offers networking opportunities through educational discussion groups, exhibition only time, field trips and various social events
- Meet suppliers to find the latest safety innovations to help our organisation
- Earn points to maintain professional certification with the Safety Institute of Australia.

I feel that the AIHS *Visions* Conference is truly the best, most value for money OHS educational investment we can make in our organisation this year. Difficult times make it more important than ever that we not miss the information and knowledge that can help us achieve continual health and safety improvements within our business.

If I register by 4 July 2021, I will save up to \$100 on registration fees (\$200 discount for AIHS members). Thank you for your consideration, and I hope you will support my attendance.

[Your Signature]