

IAIA24: SAMPLE JUSTIFICATION LETTER

Copy/paste the text below into an email or Word document, and then personalize it as much as possible.

I would like to request approval to attend IAIA24: “Impact Assessment for a Just Transformation,” to be held 24-27 April 2024 in Dublin, Ireland (<https://2024.iaia.org/>). This four-day conference is expected to attract over 700 impact assessment professionals from 80+ nations. It will give me an opportunity to share and learn best practices and network with a wide range of industry experts and peers from all over the world in a single trip.

The International Association for Impact Assessment (IAIA) has hosted annual conferences for over 40 years. IAIA24 will feature plenaries with well-known keynote speakers, many concurrent sessions, and a wide range of networking opportunities. Based on information from the IAIA website, delegates at the 2023 conference found the event to be valuable: 99% would recommend future IAIA conferences to their colleagues, 96% met at least one person they planned to contact after the conference for something related to their work, and 90% felt they had acquired significant new information, knowledge, and/or techniques directly applicable to their work.

IAIA24 will be a great opportunity for my professional development. [If the conference theme relates directly or indirectly to your work, add a sentence to describe this.] I can attend sessions such as [insert applicable session names here; view submitted sessions at <https://2024.iaia.org/pages/iaia24-sessions.php>] that are directly applicable to my work and to our company.

Practitioners and researchers from around the world will be presenting their case studies, results, and lessons learned. [Insert text here if you have submitted your own abstract and/or can showcase your organization.] Not only will I be able to learn from those experiences and gain new ideas and techniques, but I will also be able to meet and interact with these top-level IA experts and other local participants with whom our company could collaborate in the future.

There will also be pre-conference training courses and technical visits. I am particularly interested in [insert course or visit name], because [describe how it relates to your work].

I request approval for the registration fee plus travel costs. For your convenience, I have attached an estimated breakdown of the anticipated expenses. Thank you in advance for your consideration and please let me know if you would like additional information about IAIA24.