**Subject: Request for Approval to Attend the CIPMM Workshop In-Person**

Dear (Manager’s Name),

I am writing to request approval to attend the upcoming CIPMM National Workshop on June 3-5, 2025, in-person. This year's theme is "Shaping the Future: Procurement and Materiel Management in Action", and the Premier Partner is Shared Services Canada.

The CIPMM National Workshop is one-of-a-kind, long-standing learning and networking event in Canada with the focus on procurement and materiel management for the public sector, bringing together over a hundred speakers from a wide range of government departments and industry organizations to share insights, best practices, and innovative solutions tailored to government operations.

On September 15, 2017, the Comptroller General of Canada, the government-wide functional lead for procurement and materiel management, determined that the CIPMM National Workshop is to be considered training. This means that departments no longer need to request conference and event approval to attend the National Workshop. Departments simply need to follow their regular training approval processes. Additionally, my participation in the CIPMM National Workshop qualifies as official professional development, ensuring time spent at the National Workshop aligns with government training and development priorities.

This year’s program is designed to support practical learning and up-to-date knowledge sharing. The Workshop agenda features 40 concurrent sessions, 7 master classes, and 9 deep dive sessions - each focused on real-world challenges, policy development, and operational best practices. The third day of the Workshop has been reformatted this year to concentrate entirely on training, making it a particularly worthwhile investment in professional development.

One of the key benefits of attending the CIPMM Workshop in person is the chance to connect face-to-face with colleagues from across Canada. These informal conversations and in-person exchanges with professionals from various departments offer unique insights and opportunities for collaboration that go beyond what’s possible virtual. For me, this kind of direct engagement is one of the most valuable aspects of the Workshop. In-person attendance will allow me to benefit from a deeper level of engagement with the content and speakers; while also having the opportunity to share the insights I gain with our team and apply new ideas and best practices to my work immediately upon my return.

I’m happy to provide any additional information you may need.

Thank you for considering my request.

(Your Full Name)

(Your Position/Title)

(Your Department)

Information about the Workshop

<https://cipmm-icagm.ca/2025-national-workshop/>

In-Person Agenda: <https://cipmm-icagm.ca/wp-content/uploads/2025/02/NW25-Preliminary-In-Person-Agenda-EN-6.pdf>

In-Person Registration Form: <https://cipmm-icagm.ca/wp-content/uploads/2025/02/Delegate-Pass-EN-2.pdf>