

Dear [Supervisor's Name]:

I kindly request your approval of my attendance at the 2020 CIPMM Regional Workshop, April 8, 2020 in Vancouver, British Columbia — and here's a key reason why: *What I learn at this Workshop will bring back dividends to our department far exceeding the cost of the Workshop attendance, and provide a wonderful training opportunity in our backyard.*

The CIPMM Regional Workshop brings together Procurement and Materiel Management communities from across the region to share knowledge, experiences and new innovative ideas, while providing unparalleled opportunities to network with leaders and colleagues, representing different Federal Departments and Crown Corporations. It will also provide opportunities to meet and learn from colleagues in Provincial and Municipal Governments, as well as universities and colleges.

The Workshop Program will include:

- First-hand accounts of experiences by leading experts in Procurement and Materiel Management from the Public Sector;
- An impressive lineup of speakers;
- Vendors in the exhibit area;
- Opportunities to network with peers and senior management;
- Opportunities to exchange information and innovative ideas;
- [Add anything that may be relevant to your department or a specific project you are currently working on]

On September 15, 2017 the Comptroller General of Canada, the government-wide functional lead for Procurement and Materiel Management, determined that the CIPMM workshops are to be considered training! This means that departments no longer need to request conference and event approval to send delegates to the CIPMM workshop. Departments simply need to follow their regular training approval processes. For more information on this decision, please refer to the Guide in the following link <http://intranet.canada.ca/pol/doc-eng.aspx?id=32553> You can also find the table indicating the Comptroller General's decision in the following link http://www.gcpedia.gc.ca/wiki/Financial_Management_Policy_Suite/Conference_versus_training

I will be happy to share with you the Workshop agenda once it becomes available on the CIPMM website so that together we can identify presentations that would provide the greatest benefit to our department and my job, overall.

In conclusion, I believe that the knowledge and professional contacts that I would gain at the CIPMM Regional Workshop in Vancouver would be invaluable to our department, and contribute to my personal success in this field.

Thank you for your support.

Sincerely,

[Your Name]