**Applying for Approval for Professional Development Opportunities**

**How to use this document**

**Personalise** - fill in specific details such as learnings specific to your role, costs, dates, and your personal insights, we have highlighted the sections that might need to be changed for the Summit. This document can be used in the future to request other professional development opportunities that you might want to apply for.

**Send to your supervisor and HR** - email the completed copy as an email or attached report to your supervisor for initial approval. Depending on your organisation you might also send to your HR/People and Culture team once approved but check with your manager supervisor for how this works in your organisation.

**Follow up** –don’t be afraid to check back with both your supervisor and HR to ensure your request is being processed.

**Professional Development Approval Request**

**Subject**: Professional Development Opportunity Approval - Emerging Tourism Leaders Summit – 18 June

Dear [Supervisor’s Name],

I am writing to request approval to attend the [**Emerging Tourism Leaders Summit**](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoungtourismnetwork.com.au%2Femerging-tourism-leaders-summit%2F&data=05%7C02%7Clucy.dewhurst%40vtic.com.au%7Cd0b85474872e4af39f1f08dc5533a07f%7Cc260ca2fcdf34234bb567c28ed84696b%7C0%7C0%7C638478929095536619%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=avPyznxkA03LtTJZ%2FbsR2Tbs%2BZm1JFiNHsbPQMTw4lc%3D&reserved=0), hosted by the Young Tourism Network as part of the [Choose Tourism Program](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.austrade.gov.au%2Fen%2Fhow-we-can-help-you%2Fgrants%2Fchoose-tourism-grant&data=05%7C02%7Clucy.dewhurst%40vtic.com.au%7Cd0b85474872e4af39f1f08dc5533a07f%7Cc260ca2fcdf34234bb567c28ed84696b%7C0%7C0%7C638478929095520807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=I89XIX0Cn6PFpPCOtsruncBBNSBsHRDY%2BZrPiSOQ6ZU%3D&reserved=0), in partnership with the Australian Government and Victorian State Government. The summit will be held on from 9am to 5pm on Tuesday June 18 at Melbourne Showgrounds.

This professional development opportunity is specifically designed for upcoming leaders within the visitor economy, providing recognition for their hard work and aspiring careers. It serves as both a reward and a stepping stone for my professional growth.

**About the Summit:**

The Emerging Tourism Leaders Summit is a full-day conference featuring industry leaders who will share their leadership journeys and their vision for the future of our industry. The program includes keynote presentations, masterclasses, and networking sessions focusing on leadership and key visitor economy trends. Highlights include:

* ‘On the Couch’ session with Felicia Mariani and Phillipa Harrison
* Exploration of our future visitor economy workforce with Simon Kuestenmacher
* Leadership style masterclass with LiftUp Leadership
* Tourism futures panel discussion with Matt Sykes from Regeneration Projects
* VTIC Young Achievers panel
* Insights from Sara Quon on managing one of Victoria’s iconic tourist attractions
* Evening networking event at The Brass Monkey, 388 Lonsdale Street

Additionally, the summit coincides with VTIC's [Choose Tourism Careers Expo](https://www.vtic.com.au/events/choose-tourism-careers-expo/), providing access to explore the expo during breaks and an exclusive networking event with exhibitors at the end of the day.

**Key Benefits of Attending**

Professional Development:

* Continue my focus on leadership development with a hands-on session exploring on leading self.
* I will bring back new capabilities on best practice content development and strategy for social media.
* Understanding of the skills required for the future to progress within the visitor economy industry.
* Enhance my skills in event management and concept development for developing events with impact.

Networking Opportunities:

* Connect with peers, industry leaders, and potential partners, fostering relationships that can benefit our department and company.

Industry Insights:

* Gain exposure to the latest trends and innovations, inspiring new approaches to our projects and strategies including keynote discussions from demographer Simon Kuestenmacher and leaders in the industry including Felicia Mariani and Phillipa Harrison.

Recognition and Reward:

* Being selected to attend this summit recognises my hard work and potential within our organisation, motivating me to contribute even more effectively.

Cost Breakdown:

Registration Fee: $90 (Combined ticket for Non-Members)

Travel Expenses: $[Amount]

Accommodation: $[Amount] (if necessary) – *The Young Tourism Network has partnered with Brady Hotels for a 30% discount on accommodation making it more affordable to travel to the Summit.*

Total estimated cost: $[Total Amount]

Justification:

The insights and connections gained from this summit will directly contribute to my projects and our team’s strategic goals. At the Summit I will gain actionable knowledge to enhance our digital marketing, attract new customer segments, and implement sustainable tourism practices, aligning with our company’s commitment to innovation and sustainability.

**Request for Support:**

I am seeking approval for the following:

1. Permission to attend the Emerging Tourism Leaders Summit.
2. Financial support to cover the registration fee, travel, accommodation, and related expenses.

I have reviewed my current project deadlines and can ensure that my attendance at the summit will not impact our team’s workflow. Upon my return, I am committed to sharing the knowledge and insights gained with our team.

Thank you for considering my request. I am confident that my participation in the Emerging Tourism Leaders Summit will be highly beneficial to our department and [Company Name]. I look forward to your positive response.

Thanks

If you need any additional help requesting professional development, get in touch with the team at YTN via email [info@youngtourismnetwork.com.au](mailto:info@youngtourismnetwork.com.au).