

## **Approval Kit for IPAC's 76th Annual Conference 2024**

This document contains recommendations for crafting a compelling business case to help new professionals secure management approval and funding to attend IPAC's 76th Annual Conference. The conference is designed not only to provide participants with the knowledge and tools necessary to advance their careers in public administration, but also to offer opportunities for professional development through engaging workshops, networking opportunities, and exploring a wide range of diverse topics critical to the future of public service. The template letter included in this kit is designed to seek management approval to attend the forum and request funding via a learning plan to cover the costs associated with attending the event.

### **Frequently Asked Questions (FAQ)**

#### **1. What are the dates and location for the AC2024 Annual Conference?**

The IPAC 2024 Annual Conference will be held from October 2<sup>nd</sup>, 5:30 PM until October 4<sup>th</sup>, 1:00 PM, at the RBC Convention Centre Winnipeg.

#### **2. How will attending the conference benefit my professional development?**

Attending the conference will contribute to your professional growth by offering a range of sessions focused on leadership, governance, and innovation. You will gain valuable insights from industry leaders, engage in meaningful networking with professionals across the public sector, and stay informed about the latest trends and best practices, all of which can enhance your skills and broaden your career opportunities.

#### **3. How do I become an IPAC member, and what are the benefits?**

To become an IPAC member, simply sign up through our website and choose the membership category that suits you. As a member, you'll join a community of public sector

professionals and gain early access to public administration insights and practices. Membership benefits include networking opportunities, professional development through research and programs, and access to exclusive resources like our Case Study Library. You'll also have access to job opportunities, discounted event rates, and special pricing on IPAC publications and training. Regular membership is \$155 annually, with discounted rates available for students, and new professionals.

#### **4. What are the costs associated with attending the conference?**

The cost of attending the conference includes the registration fee, travel, and accommodation expenses. Non-members can attend the conference for \$995, which includes access to the event and a one-year IPAC membership. Members receive a discounted rate of \$895. Virtual attendance is also available, with pricing at \$349 for non-members and \$249 for members. IPAC has secured a special group rate at the Delta Hotel in Winnipeg for \$208 CAD per night. Additionally, promotional discounts on airlines are available. For more information on travel expenses and discounts, please refer to the events page on the IPAC website: <http://www.ipac.ca/>.

#### **5. How can I integrate the Annual Conference into my learning plan?**

Integrating anything into your learning plan changes from organization to organization. Generally, following these steps should lead to successful integration into your learning plan.

- a) Introduce the conference to your manager and have a simple discussion about the value of the conference for your professional development.
- b) Send them your business case. You can use the template letter found below.
- c) If accepted, your manager will provide you with a learning form to fill out. Voilà.

#### **6. What should I do if my manager needs more information?**

You can direct your manager to the conference website or provide additional materials, such as the conference program and details about key sessions and speakers.

**7. Are there any virtual attendance options?**

Yes, most sessions are available for our virtual attendees. Check the conference website for details on how to access these sessions.

**8. Will meals be provided?**

Yes, breakfast and lunch will be provided each day. There are also several networking breaks with refreshments.

## Sample Letter / Email Template to Request Approval for AC2024 Conference

Dear [MANAGER'S NAME],

I would like to request your approval to attend IPAC's 76th annual conference, scheduled from October 2nd to October 4th, 2024, at the RBC Convention Centre in Winnipeg, Manitoba. This premier event in our field will feature a diverse array of sessions, including keynote addresses, panel discussions, and workshops. Notable speakers include The Honourable Bob Rae, Ambassador and permanent representative of Canada to the United Nations in New York and Jan Forster, Deputy Minister of Advanced Education and Training, Government of Manitoba. Attending this conference will provide valuable opportunities for professional development, networking with industry leaders, and staying updated on the latest trends and best practices in public administration.

Each session will address critical topics such as policymaking during crises, immigration levels plan Indigenous programming, and digital standards in public service. The cost of attending the conference includes the registration fee, travel, and accommodation expenses. I believe that the professional development opportunities and potential benefits to our team will justify these costs.

Thank you for taking the time to consider my request. I am confident that my participation in this conference will be highly beneficial to my [Your role and organization]. I would be happy to discuss this further and answer any questions you may have. To learn more about IPAC's 76th Annual Conference, you may refer to their website at: <http://www.ipac.ca/>.

Thank you,

[Your Name]