**UCISA25 Conference Attendance Justification Letter**

Date

Dear <Name of approver>

I would like to attend the UCISA Leadership Conference in March 2025. This annual event is the “go-to” opportunity for IT leaders and technology professionals within the UK Higher Education sector, and aligns directly with our organisation's strategic goals for <*Teaching & Learning, Research & Innovation, add others in here as required>.*

I will gain valuable insights, network with industry leaders and providers, and identify potential solutions to enhance our operations and drive innovation. In particular, the investment in this conference will enable;

1. **Strategic Insights:**

Attending keynote sessions and workshops led by sector experts to understand emerging trends and technologies. Learning about innovative solutions and best practices that can be applied within our organisation.

1. **Networking and Engagement Opportunities:**

Connecting with peers, industry leaders, and external experts and analysts, to exchange ideas and experiences. Building relationships with potential partners and vendors that can support our strategic initiatives. Direct access to 100’s of sector-relevant suppliers and vendors, to discover new products and services that can address our current challenges. Engaging with vendors to discuss and negotiate advantageous terms, and understand the roadmap of their offerings.

1. **Professional Development:**

Enhancing my own skills and knowledge through hands-on sessions and interactive discussions. Receiving updates on the latest developments in IT management, cybersecurity, data analytics, and more.

As a strong and well-established membership organisation in the sector, the UCISA team and the Board of Trustees (which comprises of coopted and elected representatives from across the sector) understand and appreciate the financial challenges we all face. UCISA has therefore carefully created a conference package that ensures maximum value for money, including registration fee, all meals and refreshments, and accommodation for the two nights.

* **Registration Fee:** [Amount]
* **Travel Expenses:** [Estimated Amount]

The long-term benefits, such as cost savings, improved operational efficiency, and deeper relationships with strategic vendors and sector-peers far outweigh the short-term costs.

Attending the UCISA25 conference is a strategic investment that will directly contribute to our organisation's success. By gaining valuable insights, building relationships, and identifying innovative solutions, we can position ourselves as a sector leader in digital transformation.

Yours sincerely,

<Name, role>