Dear <**employer's name**>,

I would like to attend the [CIBSE ASHRAE Technical Symposium 2020](https://cibse.org/symposium) which takes place between Thursday, 16th April and Friday, 17th April at the University of Strathclyde, Glasgow.

This year’s symposium theme **“Engineering Buildings, Systems and Environments for Effective Operation”** focuses on mitigation and adaption for a changing climate that will increasingly reshape our approach to engineering the built environment and building systems.

Throughout the symposium I would like to attend a number of technical sessions that are directly applicable to my role here at **<COMPANY NAME>.** The programme comprises presentations (academic and case studies), a debate and some great opportunities for exchanging ideas and networking. I have identified a number of topics that address the specific needs and challenges we face and promise to provide helpful information on how we can address these issues moving forward. Those that I find particularly interesting and are to be covered at the Symposium are:

<**PICK A FEW OPTIONS FROM THE LIST BELOW - DELETE THE IRRELEVANT**>

* Analysis and modelling to root out the 'energy performance gap'
* Applying sustainable development in the real world
* Comfort for the elderly
* Deep learning to optimise and reduce energy demand
* Digital twins and analysis in the built environment
* Enhanced school energy performance
* Heat networks for a low energy future
* Hydrogen and thermal batteries for low impact buildings
* IAQ - novel methods for evaluation, assessment and control
* Improving controls design and implementation
* Integration of fire safety an smoke control
* Interdisciplinary benefits of BIM for design and operation
* Measuring and enhancing the performance of building environmental systems
* Moisture and mould growth buildings
* Natural ventilation systems and air quality
* New take on water demand estimation for buildings
* Noise and vibration control in services
* Novel building systems and applications
* Optimisation of internal environmental design
* Solar and passive strategies towards net zero
* Tall and megatall buildings - reality of net zero
* Wellbeing in education

As one of the largest gatherings of building systems engineering professionals, academia and the research organisations in the UK, I will also have the opportunity to meet with a variety of professionals as well as foster existing business relationships.

For additional information on the conference I encourage you to visit the [official website of the Symposium.](https://cibse.org/symposium)

**<PICK A PARAGRAPH APPLICABLE TO YOUR SITUATION – DELETE OTHERS>**

Please note that as a student member of CIBSE the cost of registration ticket is £100 + VAT (standard ticket: £295 + VAT) and covers 2-day symposium registration, lunch and refreshments on both days as well as buffet dinner and networking reception on Thursday.

**<OR>**

Please note that, as a CIBSE member, I am entitled for a discounted registration ticket: £225 + VAT (standard ticket: £295 + VAT) which covers 2-day symposium registration, lunch and refreshments on both days as well as buffet dinner and networking reception on Thursday.

**<OR>**

Please note that the cost of registration ticket is £295 + VAT and covers 2-day symposium registration, lunch and refreshments on both days as well as buffet dinner and networking reception on Thursday.

The networking and educational opportunities make my attendance at the 2020 CIBSE ASHRAE Technical Symposium a wise investment. I look forward to hearing your response regarding my proposal to attend. Should you have any questions, I would love to discuss my proposal further. Thank you for your support.

Yours sincerely,

<**Your name here**>