Dear <Insert you supervisor/line manager name>,

I would like approval to attend Bett Asia from 2-3 October 2024, at The Mandarin Oriental Hotel, Kuala Lumpur. Bett Asia is the region’s largest Education Technology leadership summit and expo and brings together educators from across the globe for two days of inspiring content, networking and product discovery. I believe attending Bett Asia would help enhance my duties as <Insert your job title>, helping <Insert your institution name> to be technology-driven and innovative in our practice.

The extreme changes over the last couple of years have demonstrated the importance of technology within the learning environment, especially the hot topic of AI. It is key that we continue to stay up to date with the best practices and innovative ways to shape our <classrooms/lectures/seminars> and learners’ experiences.

With 9 hours of free CPD on offer, I will receive multiple sessions of expert guidance, helping me to immediately enhance the pedagogical strategies and practices at <Insert your institution name>. Bett Asia is renowned for its quality content, and this year offers a unique opportunity to hear from multiple industry pioneers such as XX, as well as getting hands on with the latest technology from leading solution providers such as Microsoft, Google and Apple – all in one location!

Here are some comments from previous attendees who have found attending Bett invaluable:

***“The experience has proven to be truly remarkable for our students, offering them a first-time exposure to such enruching endeavours”***

Pariyanee Asumpinpong (Kwan), Learn Satit Pattana School, Bangkok, Thailand

***“Bett Asia was a wonderful experience for all of us, especially our students.”***

Maria Isabelle E. Valente, NU Nazareth School, Manila, Phillipines

Upon approval, I plan to use Bett Asia to address the current challenges
<Insert your institution name> is facing and will use my time wisely to maximise the experience.

Bett Asia tickets are free. Please could you approve my attendance so I can take advantage of all the benefits Bett has to offer, by XX.

More information about Bett Asia can be found at their website asia.bettshow.com and I would be happy to discuss any questions you have. Please consider my request as Bett Asia is an unmissable, world class learning opportunity.

Yours sincerely,

<Insert your name>