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**2021 AIJA Annual Congress – SAMPLE LETTER**

*Please use this as a template to convince your supervisor to accept your request to attend the AIJA Annual Congress 2021. Feel free to customise.*

Dear [insert your supervisor’s name]

I would like your approval to attend the **59th International Young Lawyers’ Congress ‘Innovation: Exploring tomorrow’s legal world’**, organised by the International Association of Young Lawyers (AIJA) from 24-28 August 2021 at the Zurich Marriott Hotel in Zurich, Switzerland ([zurich.aija.org](http://zurich.aija.org/)).

The AIJA Annual Congress 2021 is expected to attract more than 400 international legal professionals both on-site in Zurich and online, such as private practice attorneys, in-house counsel, UN and government authorities dealing with sustainability issues in different fields, including corporate and M&A, international trade, energy, litigation, commercial fraud, tax and family law, among others.

Here’s what makes attending the AIJA annual congress a valuable investment:

1. **Specialised training:** I will have the opportunity to sharpen my legal and business skills, and bring back knowledge on our firm’s most pressing issues, such as [Insert a sampling of topics of interest to you].
2. **Networking:** I will exchange ideas and share experiences with colleagues from more than 60 countries worldwide, during a wide range of social events spread across five days. The amount of networking time built in will likely result in business leads and opportunities for [insert your firm name here]
3. **Business solutions:** I will have the opportunity to engage in conversations with 400+ law firms and find out about their latest innovative approaches to their client challenges, allowing us to provide better services and improving our position in the market.

Further, I believe that the AIJA Annual Congress can accelerate our work, particularly in delivering more targeted advice on the ways in which the business of our clients can become more innovative in the future. Whether related to innovation practices, labour standards, cybersecurity, health and safety, immigration, human rights, tax or other areas of practice – every lawyer has already or will have to help their clients on an innovation-related issue. Lawyers are expected to offer advice on legal compliance and strategic guidance on opportunities that innovation can provide for companies.

The academic programme will include sessions on the following topics which are relevant to my day-to-day work:

1. [Select session topic specific to your area of practice]
2. [Select session topic specific to your area of practice]
3. [Select session topic specific to your area of practice]

Upon my return, I would be happy to share new ideas and key takeaways with the team to help grow our success.

A breakdown of approximate costs to attend the AIJA annual congress is listed below. I strongly recommend that we take advantage of the preferential fee until 10 August, making the congress even more affordable.

|  |  |
| --- | --- |
| **Conference registration** | [Insert approximate costs] |
| **Airfare** | [Insert approximate costs] |
| **Transportation to and from Hotel via shuttle/taxi** | [Insert approximate costs] |
| **Parking/ Ground transportation (if any)** | [Insert approximate costs] |
| **Hotel** | [Insert approximate costs] |
| **Meals** | [Insert approximate costs] |
| **TOTAL COSTS** | [Insert approximate costs] |

I believe that the knowledge and professional contacts that I would gain at the AIJA Annual Congress 2021 would be a good return on investment for our firm.

Thank you for your consideration.

Kind regards,

[your name]

[your signature]