

**2023 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 2023. Feel free to customise it.*

Dear [insert your supervisor’s name]

I would like to request your approval to attend the **61st International Young Lawyers’ Congress ‘Re-thinking the Law in Four Dimensions’**, organised by the International Association of Young Lawyers (AIJA) from **21 to 26 August 2023** at the Copacabana Palace in Rio de Janeiro ([https://rio2023.aija.org](https://rio2023.aija.org/)).

The AIJA Annual Congress 2023 is expected to attract international legal professionals coming from more than 90 countries from around the world, such as private practice attorneys, in-house counsel, UN and government authorities, dealing with new challenges and legal issues in diverse areas 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 the most pressing issues facing our firm, such as [Insert a sampling of topics of interest to you].
2. **Networking:** I will share ideas and experiences with colleagues from around the world during a variety of social events spread over six 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 interact with over 300 law firms and learn about their latest innovative approaches to their clients’ challenges, enabling us to provide better services and improve our position in the market.

I also believe that the AIJA Annual Congress can accelerate our work, in particular in providing more focused advice on the new challenges facing our clients and in taking a step further in learning how to change a perspective and acting instead of reacting. As lawyers are often called in after the fact, and their role is then limited to reacting to the issues, either by mitigating damages or by finding legal solutions to address the impacts on clients’ business models, learning and bringing this new pro-active approach to the company’s work, can shape its position as a pioneer in the legal market and expand its legal services.

The academic programme includes sessions on the following topics relevant to my daily 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]

I look forward to sharing new ideas and key takeaways with the team to further our success upon my return.

A breakdown of the approximate costs of attending the AIJA Annual Congress is set out below. I would strongly recommend that we take advantage of the preferential fee until XXX August, which will make 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 2023 would be a good return on investment for our company.

Thank you for your time and consideration.

Kind regards,

[your name]

[your signature]