

**Attendance Planning Guide: 2025 PLA National Conference**

Use this guide to articulate the value of attending the 2025 Parks and Leisure Australia (PLA) National Conference to your work place. This tool kit is designed to help you provide estimate costs, outline benefits, and present a compelling case for your participation.

Why Attend the 2025 PLA National Conference?

The PLA National Conference is the premier event for professionals representing parks, leisure, sport, and facilities management industries across Australia. This year’s conference, held in Hobart, Tasmania, marks the beginning of celebrations leading into Parks & Leisure Australia’s 100th anniversary in 2026 — a moment to reflect on our legacy, reimagine the future, and create lasting impact across our industry.

**Key Benefits:**

* **Professional Development:** Engage with industry leaders through diverse educational sessions and workshops, gaining insights into best practices and emerging trends.
* **Networking Opportunities:** Connect with peers, leaders, and vendors from across the country, fostering collaborations and partnerships that can benefit your organization.
* **Innovative Solutions:** Explore the latest products, technologies, and strategies showcased in the exhibit hall, providing inspiration and ideas for improving your operations.
* **Community Impact:** Learn strategies focused on community engagement, health and well-being initiatives, and inclusivity to better serve your community.

Estimated Attendance Costs

Use the table below to estimate the costs associated with attending the conference:

|  |  |  |
| --- | --- | --- |
| Expense Category | Estimated Cost (AUD) | Notes |
| Conference Registration | <https://parksleisure.com.au/event/2025-pla-national-conference/> | Refer to PLA's registration page for current rates. |
| Airfare | **Varies** ($300 – $600 return from major Australian cities) | Estimate based on current flight prices to Hobart. |
| Accommodation | **Discounted hotel rates available:** <https://parksleisure.com.au/2025-national-conference-venue-accommodation/> | PLA has negotiated discounts at select hotels; see accommodation info |
| Local Transportation | Approximately $100 – $200 | Includes airport transfers and daily commuting expenses. |
| Meals |  | Consider per diem rates; some meals may be included in registration. |
| Miscellaneous |  | Additional expenses such as incidentals or optional activities. |
| Total |  |  |

Sample Justification Letter

Customise the following letter for use to seek approval from your supervisor or employer

[Date]

[Supervisor's Name]

[Title]

[Organisation Name]

[Address]

[City, State, Postcode]

Dear [Supervisor's Name],

I am writing to request approval to attend the 2025 Parks and Leisure Australia (PLA) National Conference, scheduled for 9–12 November in Hobart, Tasmania. As a [Your Position] at [Your Organisation], I believe attending this conference will provide valuable insights and opportunities that align with my professional goals, our department’s priorities, and the broader objectives of our organisation.

The conference offers:

* **Professional Development:** Access to a range of sessions led by industry experts, enhancing my skills and knowledge.
* **Networking Opportunities:** The chance to connect with professionals and organisations, fostering potential collaborations.
* **Innovative Solutions:** Exposure to the latest trends and technologies that can be applied to our operations. With the opportunity to ask questions and bring solutions back to the workplace
* **Community Impact:** Strategies to improve our services and better meet the needs of our community.
* **Sharing outcomes:** The ability to share my learnings with other members of my team

I have estimated the total cost of attendance to be approximately $XXX, covering registration, travel, accommodation, and other expenses.

Attending this conference will not only contribute to my professional growth but also enable me to bring back valuable knowledge, ideas and connections which will be valuable to the on going growth of our organisation and the community we serve.

Thank you for considering my request.

Sincerely,

[Your Name]

For more details and to register, visit the official conference page: <https://parksleisure.com.au/event/2025-pla-national-conference/>