EVOLVE 2025 Live Virtual Conference  
Transform Today, Thrive Tomorrow

We’re excited you’re considering attending EVOLVE 2025, CPA Alberta’s signature live virtual conference. This dynamic event will connect you with insightful speakers and fellow CPAs for a day of inspiration, innovation, and practical insights to help you evolve with purpose, amplify your capabilities, and thrive in a profession that builds on its strengths to meet evolving needs.

You’ll explore topics such as unlocking leadership excellence, harnessing the power of recognition, and transforming perfectionism into progress. You’ll see how AI is shaping the profession—from strategic decision-making to tools like Copilot—and stay current with key updates in economics, HR, and employment law. You’ll also gain holistic strategies for retirement readiness, learn how to navigate complex ethical dilemmas, and hear directly from CPA Alberta CEO Rachel Miller FCPA, FCA, on the future of the profession.

To help secure approval to attend, we’ve prepared the following sample letter you can adapt and share with your leader. Find more information about EVOLVE 2025 at **cpaalberta.ca/EVOLVE**.

# Sample request letter to leader

**Subject:** Request to attend CPA Alberta’s EVOLVE 2025 Conference

Dear [Leader’s Name],

My professional organization is hosting their 2025 Live-Virtual Conference on November 18, 2025, and this is an incredible opportunity for me to expand my learning.

The sessions offered throughout the event encompass a broad range of competencies, providing an opportunity to potentially earn continuing professional development hours necessary for maintaining my designation.

I am most excited about attending [enter session here], where I can walk away with the tools to [add learning outcome].

To attend the conference, I am requesting approval for an [enter ticket type and price: example Early Access Member ticket at $379 + GST]. This ticket includes access to all-day sessions and post-conference recordings for on-demand content for continued learning.

Please let me know if you have any questions regarding this conference.

Thank you in advance for supporting my professional growth!

Sincerely,

[Name]