

IPAC 2026 National Public Service Symposium

Management Approval Kit for New Professionals



This Approval Kit has been designed to help New Professionals build a strong business case for attending the IPAC 2026 National Public Service Symposium. This conference brings together public servants, executives, policy professionals, service delivery experts, and thought leaders to discuss the practical realities of delivering results in today's public sector environment.

This resource includes:

- Frequently Asked Questions (FAQs) that managers may ask when considering approval requests
- Suggested Responses to demonstrate organizational value
- A customizable approval request email template

FAQs

1 What are the dates and location for the IPAC 2026 National Public Service Symposium?

The IPAC 2026 National Public Service Symposium begins with an opening reception on October 5 at 5:30 p.m. and concludes on October 7 at 1:00 p.m, at the Delta Hotels Ottawa City Centre (101 Lyon Street North, Ottawa).

2 Is the Symposium relevant if I am early in my career?

Absolutely.

The IPAC 2026 National Public Service Symposium provides exposure to strategic issues, senior leaders, and innovative practices that may not be encountered in day-to-day work.

New Professionals often find that attending helps them:

- Better understand the broader public service landscape
- Build confidence and professional networks
- Learn from experienced leaders
- Explore career pathways
- Develop leadership and strategic thinking skills

3 How do I become an IPAC Member? What are the Benefits?

Becoming an IPAC member is easy. Simply join through the IPAC website and select the membership category that best fits your career stage. As a member, you'll become part of a national network of public sector professionals committed to advancing excellence in public administration.

Membership benefits include access to professional development opportunities, research and thought leadership, networking events and communities of practice, exclusive resources such as the IPAC Case Study Program, discounted rates on conferences and events, career opportunities, and special pricing on publications and training. Reduced membership rates are available for students and new professionals.

4 What are the costs associated with attending?

The cost of attending the IPAC 2026 National Public Service Symposium includes registration, travel, and accommodation expenses. Registration rates are \$995 for non-members and \$895 for IPAC members for in-person attendance. Virtual attendance is available for \$349 for non-members and \$249 for members. Non-member registration also includes a one-year IPAC membership. This year, if you register before June 30, you have access to the early-bird registration discount of \$200 off for in-person attendees (for both members and non-members).

IPAC has secured a special group rate at the Delta Hotels Ottawa City Centre for Symposium delegates, subject to availability. Attendees can also take advantage of discounted airfare through participating airline partners, including Air Canada, Porter Airlines, and WestJet. Additional information on accommodation, travel discounts, and registration can be found on the IPAC event webpage. [More information here.](#)

5 Are there any virtual attendance options?

Yes, most sessions are available for our virtual attendees. Check the conference website for details on how to access these sessions.

However, in-person attendance offers additional benefits:

- Face-to-face networking with peers and leaders
- Informal conversations and mentorship opportunities
- Access to receptions and networking events
- Stronger relationship-building across organizations and jurisdictions
- Increased engagement and participation in discussions

6 Will meals be provided?

Yes, breakfast, lunch, and networking breaks with refreshments will be provided on full program days. The opening evening also includes a networking reception.

7 What should I do if my manager needs more information?

You can direct your manager to the conference website or provide additional materials, such as the conference program and details about key sessions and speakers.

Tips for Requesting Approval

Start by discussing the IPAC 2026 National Public Service Symposium with your manager and showing how it supports both your role and organizational priorities. Share your business case (use template below) and be ready to outline key benefits, costs, and expected outcomes. If approved, they may require you to complete a learning or training request form.

When speaking with your manager:

1. Focus on organizational benefits, not just personal development.
2. Identify specific conference themes relevant to your role.
3. Explain how you will share learnings with colleagues.
4. Highlight networking opportunities that may benefit your team or organization.
5. Provide a clear estimate of costs and anticipated outcomes.

Management Approval Request Template

Subject: Request Approval to Attend the IPAC 2026 National Public Service Symposium

Dear [Manager Name],

I am seeking approval to attend the IPAC 2026 National Public Service Symposium, taking place October 5–7 in Ottawa.

As one of Canada's leading public sector events, this year's symposium focuses heavily on practical approaches to strengthening public sector capacity, improving service delivery, and navigating emerging digital and AI capabilities. I am particularly excited about this opportunity because it directly aligns with our current team priorities and offers valuable avenues for professional development. You can review the full program details on the conference website: www.ipac.ca.

As an early-career public servant, this conference would provide valuable exposure to senior leaders, practical learning, and networks that are often difficult to access early in one's career. The estimated cost for attendance includes the registration fee, travel, and accommodations. I am confident that the learning, networking, and professional development opportunities will make this a highly worthwhile investment.

To ensure our organization benefits from this investment, I would be pleased to prepare a summary of key takeaways and recommendations, share relevant resources and contacts with colleagues, and present the key lessons learned to our team following the event.

Thank you for taking the time to consider my request. I would be happy to discuss this further and answer any questions you may have.

Best Regards,

[Your Name]