**Professional development request to attend the BRCGS Food Safety Americas 2020 conference**

**TO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FROM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:** \_\_ / \_\_ / 2019

**SUBJECT:** Approval request for the BRCGS Food Safety Americas 2020 conference

I am writing to request approval to attend the BRCGS Food Safety Americas 2020 conference, taking place on May 12-14, 2020 in San Antonio, Texas.

Taking place over three days, Food Safety Americas 2020 will bring together brand owners, manufacturing sites, BRCGS delivery partners, the BRCGS Professional community, and the future leaders in the industry.

The conference offers valuable insights and exclusive updates designed to improve food safety management in retail, food service and manufacturing environments.

Booking price for Food Safety Americas 2020 includes BRCGS’ Leaders of Tomorrow lecture, designed to inspire the new generation in our industry. The lecture encourages future leaders to realise their full potential and supports their professional development within their businesses.

This conference is attended by current and potential customers, competitors and suppliers I will have the opportunity to network with. In addition, many of the sponsors will be providing state-of-the-art updates on their products and services, allowing me to remain current in the industry best practices impacting our business.

Attending this event will help me perform my job more effectively and reach key learning objectives. The conference delivers content that will teach me how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Additionally, we will be better prepared to meet the needs of our customers and consumers, as well as protect the integrity of our brand based on the knowledge gained during this educational event. Attendance will support our meeting the BRCGS requirements around staying up to date with industry concerns and best practices, as well as confirm the management’s commitment to food safety.

The knowledge and skills I will acquire will be immediately applicable to my current projects, such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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You can see the full conference offering at [www.brcgs.com/events/food-safety-americas-2020](http://www.brcgs.com/events/food-safety-americas-2020)

The cost of registration is $1,150 (costs can be lower dependent on attendee type) and includes all conference sessions, access to the exhibitor hall, evening activities, receptions, the Leaders of Tomorrow lecture, and all networking opportunities over the three days of the conference.

The following is an estimate of additional conference costs:

Airfare or mileage US$ \_\_\_\_\_

Ground transportation and parking US$ \_\_\_\_\_

Accommodation US$249 + taxes per night
Total cost to attend US$ \_\_\_\_\_

Thank you for considering supporting my attendance at this important professional conference.

Kind regards,

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