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

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

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

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

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

I am writing to request approval to attend the BRCGS Food Safety Europe 2020 conference, taking place on 12 February 2020 in London. The one-day conference will deliver valuable insights and high-level, constructive knowledge-share designed specifically to improve European food safety management in retail, food service and manufacturing environments.

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-europe-2020/](https://www.brcgs.com/events/food-safety-europe-2020/)

The cost of registration is £350 (costs can be lower dependent on attendee type) and includes all conference sessions, access to the exhibitor hall, and all networking opportunities during the event.

The following is an estimate of additional conference costs:

Airfare or mileage GBP \_\_\_\_\_

Ground transportation and parking GBP \_\_\_\_\_

Accommodation GBP \_\_\_\_\_ + taxes per night
Total cost to attend GBP \_\_\_\_\_

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

Kind regards,

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