**Professional development request to attend BRC Global Standards’ Food Safety Europe 2019 conference**

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

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

**DATE:** \_\_ / \_\_ / 201\_

**SUBJECT:** Approval request for BRC Global Standards’ Food Safety Europe 2019 conference

I am writing to request approval to attend BRC Global Standards’ Food Safety Europe 2019 conference, taking place on 12 February 2019 in London.

The Food Safety Europe 2019 conference will deliver invaluable insights and high-level, constructive knowledge-share designed specifically to improve European food safety management in retail, food service and manufacturing environments.

Specific topics I will be able to gain insight into will include:

* Hotting-up – the pressures on the supply chain
* Managing cultural change
* Controlling contamination
* Setting the Standards

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 BRC Global Standards 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** <https://brcglobalstandards.com/events/food-safety-europe-2019/>

**The cost of registration is GBP 340 (costs can be lower dependent on attendee type) and includes all conference sessions plus access to the exhibitor hall for networking opportunities throughout the day.**

**The following is an estimate of additional conference costs:**

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

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

Accommodation ­GBP \_\_\_\_\_
**Total cost to attend GBP \_\_\_\_\_**

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

Kind regards,

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