**Professional development request to attend BRC Global Standards’ Food Safety Americas 2018 conference**

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

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

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

**SUBJECT:** Approval request for BRC Global Standards’ Food Safety Americas 2018 conference

I am writing to request approval to attend BRC Global Standards’ Food Safety Americas 2018 conference, taking place on May 22-23, 2018 in Nashville, Tennessee.

The Food Safety Americas 2018 conference offers invaluable insights and exclusive updates designed specifically to improve food safety management in retail, food service and manufacturing environments, in addition to networking opportunities with industry peers.

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

* upcoming changes to the BRC Global Standard for Food Safety with the release of Issue 8;
* the most current information on the Food Safety Modernization Act and how the Standard will be changing to support ongoing compliance;
* environmental monitoring; and
* food safety culture.

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** [www.brcglobalstandards.com/events/food-safety-americas-2018/](http://www.brcglobalstandards.com/events/food-safety-americas-2018/)

**The cost of registration is $995 (costs can be lower dependent on attendee type) and includes all conference sessions, access to the exhibitor hall, evening activities, receptions, and all networking opportunities over the two days of the conference.**

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

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

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

Accommodation ­US$229 + taxes per night  
Total cost to attend US$ \_\_\_\_\_

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

Kind regards,

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