**Professional development request to attend the BRCGS Food Safety Americas 2019 conference**

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

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

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

**SUBJECT:** Approval request for the BRCGS Food Safety Americas 2019 conference

I am writing to request approval to attend the BRCGS Food Safety Americas 2019 conference, taking place on May 21-22, 2019 in San Diego, California.

The Food Safety Americas 2019 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:

* Preparing for and passing inspections
* Food safety culture and training
* Identifying and controlling contamination
* Future-proofing food safety
* Traceability within the supply chain

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 [brcgs.com/events/food-safety-americas-2019/](http://www.brcgs.com/events/food-safety-americas-2019/)

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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