



Dear [ADD SUPERVISOR'S NAME]

I am writing to you to seek approval to attend the **International Forum on Quality and Safety in Healthcare**, organised by BMJ and the Institute for Healthcare Improvement (IHI) on Monday 2 - Friday 6 November and presented as a virtual conference.

Now in its 25th year, the International Forum is one of the world's largest conferences for healthcare professionals committed to improving patient care and safety. Traditionally the conference is attended by over 3,400 people from around 70 countries who learn and share best practices and knowledge around improving the quality and safety of care.

The virtual conference will offer live and on-demand sessions, workshops, virtual poster presentations, networking activities and a chance to interact with speakers, other attendees and organisations supporting the conference.

With many other conferences, including the rest of the 2020 International Forums, now cancelled or postponed until 2021, I feel that this virtual conference is the best available opportunity this year for me to hear about new and effective initiatives, link up with others to exchange experiences, reflect on the last few months and deliberate how healthcare, and quality improvement, should evolve. But most of all, it is an opportunity for me to re-connect, share lessons and re-energise.

Between the content presented in the learning sessions and the invaluable networking, which will be available on the virtual platform, I plan to strengthen my skills in [X], [Y] and [Z], and walk away with new knowledge in:

- Goal 1
- Goal 2
- Goal 3

I am confident that attending the International Forum will directly influence my work on [PROJECT NAME OR ASPECT OF WORK]. When the conference has ended, I will share takeaways with our team, including my learnings from the variety of projects that will be displayed as posters (over 750 of them).

The sooner I can sign up, the better. If I register by 19 October 2020, we'll save £100.

I really believe that this conference will both reinforce what we're doing well already and provide me with new skills and strategies for moving us forward in increasing effectiveness, reducing inefficiencies, saving lives, improving our bottom line, and being a best-in-class facility. I am happy to provide more details if needed.

Thank you for taking the time to review this request, and I'm looking forward to hearing from you.



2-6 November 2020  
Copenhagen  
**Now a virtual conference**



Best,

[YOUR NAME]

P.S. You can learn more about the event at - <https://internationalforum.bmj.com/copenhagen/>