



Dear [ADD SUPERVISOR'S NAME]

I am writing to you to seek for approval to attend the **International Forum on Quality and Safety in Healthcare**, organised by BMJ and the Institute for Healthcare Improvement (IHI) on Wednesday 27 - Friday 29 March 2019.

Now in its 24th year, the International Forum on Quality and Safety in Healthcare is an annual gathering of healthcare professionals in quality improvement and patient safety. The International Forum supports and energises the movement for healthcare improvement and connects healthcare leaders and practitioners worldwide to improve outcomes for patients and communities. The aim of the event is to improve outcomes for patients and communities, provide practical ideas that can be implemented in the workplace, promote research into quality and safety improvement, foster effective innovation, and connect healthcare leaders and practitioners worldwide.

I will also be able to meet and network with around 3,000 healthcare professionals from around 70 countries who are focused on the same challenges that we face every day.

Between the content presented in the learning sessions and the invaluable networking, 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 I return from the conference, 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).

I have broken down the estimated cost of my attendance:

Airfare/Transportation: [ADD ESTIMATE COST IF APPLICABLE]

Hotel/Food: [ADD ESTIMATE COST IF APPLICABLE]

Event Fee: [ADD AMOUNT]

TOTAL: [ADD TOTAL AMOUNT]

The sooner I can sign up, the better. If I register by 29 January 2019, we'll save £155. And, right now, there are good discounts on hotel rates.

I really believe that this conference will both reinforce what we're doing well already and provide me 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.

Best,

[YOUR NAME]

P.S. You can learn more about the event at -

<https://internationalforum.bmj.com/glasgow/about-the-forum/>