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) in ExCeL London on Wednesday 10 - Friday 12 April 2024.

Now in its 29th year, the International Forum on Quality and Safety in Healthcare is an annual gathering of healthcare professionals involved or interested in quality improvement and patient safety.

The conference is a well recognised platform that helps attendees to generate practical ideas on improvement methods that can be implemented in the workplace, promotes research into quality and safety improvement, and fosters effective innovation. Most importantly, it connects healthcare leaders and practitioners, industry leaders and people with lived experience from around the world, to enable greater understanding and collaboration, and shared learning, which I believe will be hugely beneficial for the X project we are planning/working on [add name or short summary of the project, idea or challenge you would like to address].

The programme theme in London is **‘**[**Together to Regenerate Healthcare**](https://internationalforum.bmj.com/london/the-programme-in-london-2024/)’, focusing on how to create a system of health and care that truly meets the needs of communities. On a bigger scale, the programme aims to harness the potential of places, cutting-edge technologies, and fresh perspectives to redefine health for populations, as well as continuing to address the social determinants of health.

As part of the conference’s networking programme, I will be able to meet and network with colleagues facing the same challenges that we are and generate ideas that I can bring back and adapt for our own setting. The conference is usually attended by around 3,000 healthcare professionals from 60+ countries.

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 2 February 2024, I’ll be able to book at the reduced Early Bird rate. And, right now, there are good discounts on hotel rates too.

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.

Best,

***[YOUR NAME]***

P.S. You can learn more about the conference at <https://internationalforum.bmj.com/london>