Dear [ADD SUPERVISOR’S NAME]

I would like to attend the **Global Implementation Conference,** organised by CELCIS (at the University of Strathclyde), and the Global Implementation Society, on the 16th-17th of August, at the Scottish Event Campus in Glasgow, Scotland.

The 5th Biennial Global Implementation Conference is the place for everyone interested in improving the delivery of public services. It will bring together a global community of more than 400 multi-disciplinary professionals working on complex change initiatives across health, education, social services and beyond to share and learn what it takes to apply evidenced-based implementation approaches that make a demonstrable difference for people and communities.

By attending this conference, I will expand my understanding and knowledge about what works and what is effective in how to guide and support complex change. Networking and exchanging experiences and ideas with delegates will reinforce the knowledge I will gain from the learning sessions, and through this I plan to strengthen my knowledge and skills related to [X], [Y] and [Z].

I am confident that attending GIC 2019 will support my work on [PROJECT NAME OR ASPECT OF WORK]. On my return after the conference, I will share key themes and takeaways with our team.

After researching the costs, I estimate the cost of my attendance to be:

Transport: [ADD ESTIMATE COST]

Hotel/Food: [ADD ESTIMATE COST]

Event Fee: [ADD AMOUNT]

TOTAL: [ADD TOTAL AMOUNT]

As the early bird ticket deal ends on the 15th of June, we will save £55 by registering now.

You can find out more about the conference at <https://gic.globalimplementation.org/>. Attending the Global Implementation Conference will give me invaluable insight into cutting edge implementation research and real-world examples of achieving impact, guided by effective implementation. I really believe that with this experience I can have a big impact on our work.

Thank you, and I’m looking forward to hearing from you.

Best,

[YOUR NAME]