[insert Date]

Dear [Insert Manager’s Name],

I wish to request approval and funding to attend a conference specifically aimed at employees like myself using human factors and ergonomics to improve human performance in organisations like ours.

The event is organised by the Chartered Institute of Ergonomics & Human Factors (CIEHF), the only professional body in the UK that accredits and supports those practising this vitally important discipline. This conference is its annual flagship event where professionals come together for cross-sector learning, knowledge sharing and to showcase best practice.

My participation in this three-day event will enable me to:

* **Listen to presentations** given by practitioners and academics highlighting best practice, current research findings and advanced approaches.
* **Consolidate my learning** by accessing the papers on which these presentations are based.
* **Learn from leaders** in their field through Masterclass workshops and case studies.
* **Further my knowledge** ofnewideas and proven methods to make me more effective in my human factors practice.
* **Deepen my understanding** so I can implement effective strategies that can reduce business costs and improve performance.
* **Expand my professional network** by meetingpresenters, other delegates and members and staff of the Chartered Institute.
* **Learn about new innovations** such as products, courses and services from conference exhibitors.

Delegate feedback from last year’s conference: *“I will definitely return in 2025 as networking/seeing new friends across industries is incredibly useful”.*

**Costs** (ex VAT, 25% discount for CIEHF members - Associate Membership is £99 per year)

* Fully inclusive three-day ticket (Big ticket), 28-30 April 2025: **£900**
  + Includes two 2.5-hour professional development Masterclasses; entry to all presentations, keynotes & discussions; two nights’ accommodation; all meals and refreshments; two evening events for quality social networking; book of peer-reviewed conference papers, attendance certificate (on request).
* Fully inclusive three-day ticket + Sunday night accommodation (Mega ticket): **£1,050**
  + Includes two 2.5-hour professional development Masterclasses; entry to all presentations, keynotes & discussions; three nights’ accommodation; all meals and refreshments; two evening events for quality social networking; book of peer-reviewed conference papers, attendance certificate (on request).
* Single Conference Day, 28, 29 or 30 April 2025: **£300**

In summary, I am confident that the time and money invested in my attendance offers significant value and is especially relevant to my role in our organisation. Additional information about this event is available at <https://conference.ergonomics.org.uk/>.

Thank you for your time and consideration.

Kind regards,

[Sign and insert your name here]