Recipient Name

Recipient Street Address

City

Postcode

Date:

Dear Recipient Name:

**Re: Professional Development Opportunity - BAPCO Satellite Series - Newcastle**

Please accept this letter of request for approval to attend the BAPCO Satellite Series event in Newcastle. This annual professional development event will take place on the 7 – 8 November 2018 at St James’ Park, Newcastle.

I have reviewed the education programming as well as the list of exhibiting companies and feel the return on the investment would be of major benefit to our organization, as the event aligns directly to the priorities of our team [insert your priorities here].

As a [insert your title or role here – e.g.: public-safety communications officer, supervisor, technologist, trainer, etc.] I recognize the value in professional development and an ongoing commitment to education.

Throughout the two days of this event, I will have access to:

* Over 8.5 hours of educational sessions that I can choose to participate in, selecting from over 11 professionally-facilitated sessions;
* Direct interaction and engagement with program and session facilitators who are considered leaders in the UK public-safety communications industry;
* Interaction with the latest technologies and trends in our industry, which may impact my role and our team at [organization name];
* Networking with an estimated 300 peers and around 35 exhibitors with whom to share best practices, ideas and shared learning with;

I am seeking approval for the [registration fee/travel & accommodation/time out of the office – delete/insert as appropriate] expenditures to attend this great learning opportunity.

Upon my return from this event, other staff members in our organisation will also be able to benefit as I will meet with the team to relay recommendations, learnings and any applicable action items. I will also prepare and circulate a detailed actionable Conference Report as well as speaker presentation slides which I will review with our team as well.

The following registration rates are available: [please select the pricing option below that best suits you]

1. **BAPCO Members: Registration - FREE**
2. **BAPCO Non-Members (Public Safety, Government & Volunteers):   
   BAPCO Membership & Free Registration**

One Year’s BAPCO Membership is free for all Public Safety employees, Government staff associated with resilience and volunteers of bona fide Public Safety organisations.

Membership of BAPCO will also grant me access to the general membership benefits including the British APCO Journal and free registration to all of BAPCO’s events.

1. **BAPCO Non-Members (Public Safety, Government & Volunteers):   
   Registration Fees**

£75 + VAT (Full Conference)

£50 + VAT (One Day only)

1. **BAPCO Non-Members (Non Public Sector and Commercial):   
   BAPCO Membership & Free Registration**

One Year’s BAPCO Membership is £100 for all commercial sector organisations.

Membership of BAPCO will also grant me access to the general membership benefits including the British APCO Journal and free registration to all of BAPCO’s events.

1. **BAPCO Non-Members (Non Public Sector and Commercial):   
   Registration Fees**

£150 + VAT (Full Conference)

£125 + VAT (One Day only)

Total Expenditure:  
Travel: £XXX  
Accommodation: £XXX  
Conference Fee: £XXX  
TOTAL: £XXX  
  
Please accept this proposal to attend the BAPCO Satellite Series in Newcastle as an investment in my continued professional development.   
  
Thank you in advance for your consideration of this opportunity.

Sincerely,

Your Name

Position

Contact Details