



Dear [insert name as appropriate],

I am writing to seek your approval to attend the **International Society for Quality in Healthcare (ISQua) 37<sup>th</sup> International Conference** which will take place in Florence, Italy 30<sup>th</sup> August to 2<sup>nd</sup> September 2020. The community values of ISQua are **Knowledge, Network and Voice**. Through the conference ISQua encourages knowledge sharing between participants through the sessions, networking through 25 hours over 4 days of social engagements and networking opportunities. ISQua also encourages delegates to use their voice and be heard at the conference by sharing their research and experiences with each other.

The overall theme of the 2020 conference is 'Emotion, Inspiration and Creativity; Pathways to Global Health Quality'. It is expected that over 1,500 delegates from over 90 countries will be meeting together in Florence for this event. These delegates are made up of senior health professionals, clinical and para medical and policy makers, patients, academics and more. The aim of the event is for delegates to learn and be able to improve quality in their setting, whether that is a clinic, hospital, office or university. The learning is done over eight tracks;

1. Leading for Quality
2. Focus on the Person
3. Education, Knowledge and Learning
4. External Evaluation
5. Facilitating Future Health
6. Designing for People Safety
7. Building Sustainable and Comprehensive Care
8. Quality in Resource-Challenged Settings

Between the content presented in the learning sessions and the invaluable networking, I plan to strengthen my skills in [1], [2] and [3], and leave with new knowledge in:

- Goal A
- Goal B
- Goal C

I am confident that attending the ISQua conference will directly influence my work on [PROJECT NAME OR ASPECT OF WORK]. On my return from the conference, I will share takeaways with our department, including my learnings from the variety of projects that will be displayed as posters (over 400 of them). I have broken down the estimated cost of my attendance:

Travel: [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 19 May 2020, we'll save up to €153.

Attending this conference will be an invaluable experience for me and our team as I will gain knowledge on skills, strategies and projects from other delegates who are in the same setting as us and will be able to disseminate this knowledge on my return, as well as making connections which otherwise we will not be able to make.

Yours sincerely,

[insert your signature]

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[insert your name]