

Dear **<study leave co-ordinator>** **fai**

I would like to ask for your approval to attend **Rheumatology 2014**, the UK’s leading conference for physicians and healthcare professionals in rheumatology. The meeting is organised by BSR and BHPR and will take place in Liverpool on 29 April – 1 May 2014.

The conference is focused on the exchange of best practice in rheumatology. It is essential that rheumatology professionals keep abreast of the latest developments in order to provide optimal patient care. This event will feature sessions presented by UK and international experts, consultant rheumatologists, trainees, AHPs, nurses, and other experts in rheumatology.

Attendance at Rheumatology 2014 is an excellent training opportunity for a rheumatology trainee, with much of the essential rheumatology curriculum covered across the meeting. In addition, trainee-specific sessions will cover management and clinical leadership issues which are a mandatory component of my speciality training, but also highly relevant to my future career as a rheumatology consultant.

The conference with provide me with the opportunity to:

* Advance my specialty training in rheumatology
* better understand how my job will change with updates on commissioning
* better equip me for my job responsibilities and help ensure patients receive the latest evidence based care
* expand contacts with other rheumatology professionals
* learn about emerging trends and new research
* gain knowledge in specific areas of **<areas of interest>**

I have put together my itinerary for my time at the conference to show what a valuable learning opportunity this is. I attach my itinerary to this letter **<visit** [**www.rheumatology2014.org.uk**](http://www.rheumatology2014.org.uk) **to build an itinerary online, which you can then send by email, print off or save as a PDF>.**

**Summary of Conference Costs**

Conference registration fees £

Estimated travel costs £

Estimated hotel costs £

Estimated subsistence £ *(Note that lunch is included in your conference fee)*

**Total** **£**

At your request I can submit a post-conference report including a summary, major takeaway concepts, techniques or tips and action items for each of the sessions that I attended during the conference.

For more information about the conference go to [www.rheumatology2014.org.uk](http://www.rheumatology2014.org.uk)

Thank you for considering my request to attend Rheumatology 2014.

Yours sincerely,

**<Your name>**