Full address 

TOWN/CITY

Postcode

Military network: XXXXX XXXX

Telephone: XXXXX XXXXXX

Email: XXXXXXXXXXX

File reference: XXXXX

<*INSERT DATE*>

Full address of addressee (or email)

TOWN/CITY

Postcode

Dear Sir/Ma’am

**Request for approval to attend DSET 20YY**

It would be much appreciated if you could consider my request for approval to attend the <*year*> Defence Simulation, Education and Training (DSET) event in Bristol, UK - Europe’s leading event for Military Simulation and Training.

The event will offer opportunities to actively participate in several conference sessions that are directly applicable to my work and allow me to network with other military, academia and government peers, and industry experts.

DSET is a unique conference and community, designed to contribute to the advancement of Defence Simulation, Education and Training in the Armed Forces & Blue Light Communities. It is defined by Stakeholder input to meet current & future needs and is distinctively challenge-led.

Presentations I plan to attend include: <*list events, papers, sessions*>

1.

2.

3.

This will result in gathering information about <*give information on how you will learn and application of knowledge>.*

I believe this knowledge will be extremely beneficial and could be immediately implemented with *<project(s) you are working on>.*

DSET is taking place <*insert date*> and is free to attend. Therefore, I am seeking approval for travel expenses and a planned absence from work to conduct Continuous Professional Development (CPD) activities.

In my absence, I propose my workload be <*detail your plan eg: re-directed / re-distributed / paused*.>

On my return, it would be highly beneficial for staff in our department to learn about my experiences in the form of a briefing presentation that I propose is included in our training programme for <*insert date*>.

Furthermore, this presentation coupled with a reflective write-up of my attendance at the event, will provide CPD evidence towards my <*insert professional accreditation*>.

The cost breakdown is detailed below, and I estimate the total cost of my attendance to be *<fill in blank>.*

*<See the Worksheet to tally suggested items in your expense estimate and copy and paste here. >*

| **EXPENSE** | **Cost** |
| --- | --- |
| Conference Registration | NA |
| Flight |  |
| Accommodation |  |
| Transportation: Airport to Hotel |  |
| Transportation: Hotel to Airport |  |
| Mileage Reimbursement |  |
| Parking Reimbursement |  |
| Daily Food Allowance |  |
| TOTAL |  |

For a greater understanding of the value of this event, further information is available on the website:<https://dset.co.uk/>

The 4 days of DSET 2024 saw 70 exhibiting organisations across the live event and virtual platform, 1,700+ visitors across the week, 72% Mil/Govt/Academia, 28% Industry/Media, 450+ Organisations across the delegation with 44 countries represented.

The DSET programme is set in response to the outcomes of surveys, Military Advisory Panel (MAP), Industry Steering Group (ISG) and DSET International Committee (DSETIC) that draws input from both national and international defence sector representatives.

The opportunity for me to develop a network with industry experts and to gain knowledge in specific areas of simulation and training from peers makes my attendance at DSET 20XX a worthwhile investment that will benefit *<your organisation and/or department>.*

Yours sincerely,

<*Add signature*>

Rank (if appropriate) NAME

Job title/Designation

Copied to:

<*List of copy addressees if applicable*>

Annexes:

A.

B.

Enclosures:

1.

2.

<*Delete Annexes and Enclosures if not applicable*>