

Hello [insert boss’ name],

I would like your support in attending the SGRT Community European annual meeting, in London, November 22nd, 2019. The event will allow me to learn more about SGRT from a variety of clinical professionals from around the world. There will be presentations from over 25 speakers, allowing me to learn the latest clinical evidence and indications for SGRT as well as join workshops and networking with peers.

Here’s a quick list of what to expect from the event:

Presentations on the latest clinical evidence in SGRT including

* SGRT with Halcyon
* Efficiency gains with SGRT
* Real time delta analysis for DIBH
* Quality improvements with Surface statistics
* SRS
* Head and Neck treatments
* Latest evidence on the psychological impact of marks and tattoos.

Break out sessions

There will be a number of breakout sessions, during the day, which will allow me to gain a deeper insight into, DIBH treatments as well as learning about how SGRT has proved beneficial in a variety of clinical case studies. I will further my knowledge with information on end to end Commissioning, QA, and implementation. As well as learning about the latest innovations such as SafeRT ID.

[ DELETE IF APPLICABLE] Optional free training session

There is an optional free training session taking place the day before the event on November 21st. The aim of the session is to deepen my knowledge of SGRT through practical, hands-on training. I will also have the opportunity to discuss questions and workflows one to one with the Clinical applications specialists.

The breadth of knowledge I’ll gain from this meeting will enable me to better implement our SGRT system into the clinic and evaluate new indications where we can improve our current clinical practice with SGRT.

This is a free educational event, so I will only need funding for travel and accommodation, in addition to the study leave for this event. With your permission, I’d like to attend and secure my accommodation at the discounted rate of £198 provided by the SGRT Community organisers.

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| Costs |  |
| Airfare and transportation | **[Insert cost]** |
| Hotel | **[Insert cost]** |
| Meals | **[Insert cost]** |
| Total event costs | **[Insert cost]** |
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For more information about this meeting, you can visit the website here: <https://sgrt.org/upcoming-meetings/london-2019/>

Thank you,

[name]