

[Letter template for Chemistry Means Business attendance – adapt as necessary]

<Date>

Dear <Supervisor/Manager name>

As an internationally respected, large-scale event for industry, connecting start-ups, small and medium enterprises, multinational organisations, and academic entrepreneurs from across the UK and Europe. The scope and scale of the 2018 event means that there will be abundant opportunities to gather valuable contacts, cultivate business relationships and develop knowledge that will be of direct benefit to the business.

Conference name: Chemistry Means Business

Dates: 15 October 2018

Location: QEII Conference Centre, London, UK

Organisers: Royal Society of Chemistry

Key benefits of attending: [delete/retain bullets as appropriate]

- A wide selection of information-rich talks from experts across key industry sectors
- Opportunities to network with other companies, innovators and decision makers to grow business
- Pre-arranged meetings with prospective partner companies and academics
- Interactive sessions offering ways to make high quality connections with senior representatives from your sector
- Cross-sector discussion to share knowledge that could offer new ways to tackle innovation challenges
- Talks and case studies to improve success in key industry sectors
- Attendees include 250+ senior representatives, decision makers and innovators from companies of all sizes, universities and support organisations.
- 13 sectors, including: Pharmaceutical, Petrochemicals, Nuclear, Engineering, Speciality chemicals, Sustainable technologies, Food Biotech, Nanotechnology, Renewables, Catalysis, Consumer goods and Polymers
- The opportunity to attend the Emerging Technologies Competition awards ceremony - the Royal Society of Chemistry's annual innovation initiative, turning promising ideas into commercial reality.

Cost breakdown (RSC member):

The full cost for me to attend the event is £220 for the daytime ticket and £130 for the Awards night ticket.

Cost breakdown (Non member):

The full cost for me to attend the event is £275 for the daytime ticket and £130 for the Awards night ticket.

I am confident that there will be significant returns from attending Chemistry Means Business 2018, and the time away from the office will be vastly outweighed by the investment in knowledge development, networking and collaboration opportunities that attendance will provide.

<Yours sincerely/Best wishes>

<Your name here>

