

REQUEST FOR MEMBER ATTENDANCE AT A NATIONAL CONFERENCE

NAME OF CONFERENCE:
DATES OF CONFERENCE:
WHERE IS THE CONFERENCE TO BE HELD:
WHO IS ORGANISING THE CONFERENCE AND WHO ARE THE KEYNOTE SPEAKERS (ATTACH PROGRAMME FOR THE CONFERENCE IF APPROPRIATE):
HOW WILL ATTENDANCE AT THIS CONFERENCE EQUIP YOU TO HELP DELIVER THE COUNCIL'S CORPORATE PLAN:
WHAT DO YOU HOPE TO LEARN FROM THE CONFERENCE?

GIVE DETAILS OF ADDITIONAL BENEFITS OF ATTENDANCE INCLUDING NETWORKING AND LOBBYING OPPORTUNITIES AND INFORMATION OR ACCESS TO EXTERNAL FUNDING STREAMS.

PLEASE PROVIDE THE ESTIMATED COST OF ATTENDING THE CONFERENCE, INCLUDING TRAVEL AND SUBSISTENCE:

Conference Fee:

Hotel:

Travel and Subsistence:

Conference Allowance:

WHICH OTHER CONFERENCES HAVE YOU ATTENDED IN THE PAST CIVIC YEAR (PLEASE STATE 'NONE' IF APPROPRIATE).

If approval for attendance at this conference is given, I will report back to full Council on the key learning points and benefits of attendance at the Conference:

Signature:

Print Name:

Comments of relevant Head of Service:

Signature:

Comments of Head of Legal and Democratic Services:

Signature:

Comments of Head of Finance and Business Development:

Signature:

Comments of Leader or Deputy Leader:

Signature:

Comments of Overview and Scrutiny Chair or Vice Chair of Performance and Resources:

Signature: