<Add Header with event name, dates and location>

**Value of Attending Letter The Festival of Genomics & Biodata**

Dear <line manager/supervisor>,

I am requesting your support to attend The Festival of Genomics & Biodata, taking place on January 28-29th 2026 in London.

The event is free to attend and so will not cost anything in registration fees. There will be a cost associated with travel, meals and accommodation <delete as required>.

Because the event is free to attend, this will save money and offer me the same or more benefits compared to other events, including many academic meetings and association events, where registration can cost several hundred pounds <add your own currency>. As such, this will save money for our group/department/institution/company overall.

The Festival is the largest life sciences event in the UK, with around 8,500 registrants from across the world. The event provides researchers and clinicians with two packed days of educational sessions, networking, workshops, roundtable discussions, poster sessions and other opportunities to learn, share and collaborate.

By attending the Festival I will have access to 16 theatres of talks and panel discussions, featuring over 250 individual agenda sessions, featuring insights, ideas, tips, lesson learned and other elements that would be useful for my work and research.

In addition, I will have access to dozens of poster updates, where I can talk through my work with potential collaborators, as well as exhibiting companies offering new products and solutions, plus speed networking sessions, and lots of other opportunities to meet and connect with a community of scientists and clinicians.

Specifically, the Festival will allow me access to the following:

**Agenda sessions that are directly relevant to my work:**

*List agenda sessions that are most relevant to your work.*

**Workshops and roundtables that will improve my technical and professional skills:**

*List workshops/roundtables that are relevant for your work.*

**Companies who are offering relevant products or services:**

*List companies who are exhibiting or sponsoring with relevant solutions.*

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The estimated cost of my attendance is as follows:

**Registration fee £0**

**Transport £**

**Accommodation £**

**Meals £**

**Total estimated costs £**

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In summary, please accept this letter as my proposal to attend The Festival of Genomics and Biodata. I am confident that this event will be a great spend of my time, and have a positive impact on my work and the wider goals of our department and institution.

Thank you for your time and consideration.

Yours sincerely/faithfully,

*Name*