**Business case to attend IAQM ECN event**

This document is intended to support those seeking to obtain approval to attend the in-person Early Careers Network (ECN) events held by the Institute of Air Quality Management (IAQM). Please feel free to download and edit, noting the italicised suggestions throughout, so that it best suits your own personal requirements. If you have any questions, or require any further support, please contact the IAQM ECN Subcommittee at [communities@the-ies.org](mailto:communities@the-ies.org).

**Submitted by:**

**Job title:**

**Department:**

**Date of submission:**

**Event Details**

**Event:**

**Organiser:** Institute of Air Quality Management

**Date(s):**

**Duration**:

**Location:**

**Event page:**

**Purpose of attendance**

I am seeking approval to attend the IAQM ECN event *[insert event name].* Attendance at this event provides insight into *[insert event topic]* through engaging *[select as appropriate: presentations, case studies, Q&A sessions and networking]*. Not only will this provide knowledge-sharing and networking/collaborative opportunities, but also the development of practical skills in *[something covered in the event]*.

**Alignment with organisational goals/priorities**

* *[Insert how this supports your organisational goals/priorities e.g. developing experience on a specific topic (ammonia monitoring, VOC monitoring etc).]*

**Benefits to the Organisation**

*[Select as appropriate from list below, or add your own]*

* Alignment with our organisational goals/priorities on…
* Cost-effective and high impact professional development at a time when CPD budgets are limited.
* Access to case study examples, with sessions chaired and presented by early careers professionals as well as keynote presentations from sector-leaders recognised as experts in their field.
* Development of practical skills in applying varying monitoring techniques to your own work.
* Improved effectiveness of networking and effective communication within the organisation.
* Networking and partnership opportunities that can lead to future collaboration and knowledge sharing.
* Broader organisational impact, as I will share a full summary with my team post-event to ensure wider learning.

**Alignment with IAQM Membership Competency Framework**

* This event will provide evidence that I am gaining knowledge in the following competencies, which I must be able to demonstrate to move towards *[insert next membership level, e.g. Associate, Full]* membership of the IAQM: *[select as appropriate from list below]*
* C1 – fundamentals of air pollution
* C2 – policy, regulation, legislation
* C3 – technical know-how, guidance and tools
* C4 – analytical thinking/knowledge application
* C5 – cross-discipline working, including sustainability and working ethically

**Estimated costs**

The event is *[free to attend/insert cost]*, offering excellent value and opportunity for professional development whilst delivering high quality content and drawing early careers professions from a range of sectors to both speak and attend.

|  |  |
| --- | --- |
| **Item** | **Cost** |
| **Travel** | £ |
| **Accommodation** | £ |
| **Expenses e.g. subsistence** | £ |
| **Total** | £ |

**Return on investment**

Following the event, I will produce a summary with key takeaways and resources to share with the wider team. I will: *[select as appropriate]*

* Identify actionable initiatives, tools, or approaches that can be applied internally to enhance our work.
* Connect with institutions and professionals with a broad range of expertise for knowledge exchange and to explore opportunities to apply skills and knowledge learnt to implement within the team.
* Deliver a brief internal presentation or debrief to share insights and foster wider organisational learning.

This will help ensure that the investment benefits not only my own development but also contributes directly to team knowledge, project delivery, and sector benchmarking.

**Relevant event topics and strategic alignment**

The following sessions will directly support *[my own/our team/the organisation’s goals/priorities]*:

|  |  |  |
| --- | --- | --- |
| **Speaker Topic** | **Organisational Goal/Priority Addressed** | **Expected Benefit or Application** |
| *E.g. Pablo Espina Martin, UK CEH - Ammonia monitoring* | *E.g. Increased technical knowledge in habitat assessments* | *E.g. New approaches, case study insights, practical skills, partnership opportunities* |
|  |  |  |
|  |  |  |

**Request for Approval**

I request approval to attend this IAQM ECN event and believe that this will support both my own professional development and fulfilling our organisational goals.

**Approval**

**Print name:**

**Signature:**

**Job title and department:**

**Date:**