**Business Case to Attend Routes to Clean Air 2025**

This document is intended to support those seeking to obtain approval to attend the Routes to Clean Air conference. Please edit so that it best suits your own personal/organisational requirements. If you have any questions, or require any further support, please contact Sian Kear, Events & Training Lead, at events@the-ies.org.

**Submitted by:**

**Job title:**

**Department:**

**Date of submission:**

**Event Details**

**Conference:** Routes to Clean Air

**Organiser:** Institute of Air Quality Management (IAQM)

**Date(s):** Monday 20th & Tuesday 21st October 2025

**Location:** Woburn House, Tavistock Square, London, WV1H 9HQ

**Website:** https://iaqm.co.uk/event/rtca25/

**Purpose of Attendance**

I am seeking approval to attend Routes to Clean Air 2025. Attendance at this event will provide insight into the most relevant subjects in air quality management with presentations and discussions delivered by a number of industry leading individuals. Some of the themes across the two days include; innovation, advocacy, inequalities, novel pollutants, and indoor air quality & health.

**Alignment with Organisational Goals/Priorities**

* Insert how this supports your organisational goals/priorities

**Benefits to the Organisation**

* Alignment with our organisational goals/priorities on…
* Cost-effective and high impact professional development at a time when CPD budgets are limited.
* Access to sector-leading expertise and case studies, with presentation delivered by leaders recognised as experts in their field.
* 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.

**Estimated Costs**

Routes to Clean Air is competitively priced and offers excellent value for money whilst delivering high quality content and drawing sector experts to both speak and attend.

**Note:** Those working for a local authority, NGO/charity, academic institution, students/graduates (not yet in employment), post-doctoral researchers, those that are retired, on a career break, or out of work are entitled to discounted tickets (see website).

|  |  |
| --- | --- |
| **Item** | **Cost** |
| **Conference ticket** (see website) | £ |
| **Travel** | £ |
| **Accommodation** | £ |
| **Expenses e.g. subsistence** | £ |
| **Total** | £ |

**Return on Investment**

Following the conference, I will produce a post-conference summary with key takeaways and resources to share with the wider team. I will:

* Identify at least two actionable initiatives, tools, or approaches that can be applied internally to enhance our work.
* 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 Conference Sessions and Strategic Alignment**

The following sessions will directly support my own/our team/the organisations goals/priorities:

|  |  |  |
| --- | --- | --- |
| **Session Title** | **Organisational Goal/Priority Addressed** | **Expected Benefit or Application** |
|  |  |  |
|  |  |  |
|  |  |  |

**Request for Approval**

I request approval to attend Routes to Clean Air 2025 and believe that this will support both my own professional development and fulfilling our organisational goals.

**Approval**

**Print name:** ……………………………………………………………………………………………………………………..

**Signature:** ………………………………………………………………………………………………………………………..

**Job title:** …………………………………………………………………………………………………………………………

**Department:** …………………………………………………………………………………………………………………….

**Date:** ……………………………………………………………………………………………………………………………….