



## Your Breakbulk Europe approval template

### 1. Why I'm requesting to attend

Briefly explain why Breakbulk Europe is directly relevant to your role and responsibilities.

#### Your response:

My role involves [logistics coordination / sales and business development / chartering management], and Breakbulk Europe brings together the global project cargo and breakbulk supply chain directly connected to this work.

*Example: "My role involves developing new project cargo opportunities and managing key accounts, and Breakbulk Europe brings together EPCs, carriers, ports and equipment providers we either work with or are targeting."*

### 2. What this supports right now

Link your attendance to current or upcoming projects, priorities, or challenges.

#### Your response:

Attending would support our work on [project/client/market], particularly in relation to [capacity planning / lead times / pipeline growth / risk reduction / supplier evaluation / partnership development].

*Example: "This supports our expansion into offshore wind projects. We need stronger carrier relationships and earlier visibility into upcoming tenders."*

### 3. How I will use my time onsite

Demonstrate that your visit will be structured, focused and aligned with business goals.

#### Your response:

I will pre-book meetings with relevant exhibitors and key contacts, prioritising those aligned with our current priorities. I'll focus on [target companies / specific markets / project sectors], and attend selected conference sessions to validate market trends and commercial insights.

I will use the event app to:

- Pre-schedule meetings
- Build a personalised agenda
- Identify and map priority exhibitors
- Track follow-up actions

*Example: "I'll secure meetings with five shortlisted carriers, meet two port authorities relevant to our current projects, and attend sessions focused on project risk and capacity trends."*

### 4. What I will bring back to the team

Clearly outline the shared value and outcomes.

#### Your response:

I will return with:

- A summary of key meetings and new contacts
- Market and capacity insights relevant to our priorities

- A shortlist of potential partners or opportunities
- Clear recommendations and next steps for the team

*Example: “A structured comparison of three potential partners, insights on vessel availability for 2026 projects, and recommended follow-up actions.”*

### **5. How we will measure success**

Reassure your manager that outcomes will be measurable and accountable.

#### **Your response:**

Within [7 / 14 / 30 days], I will share a concise written summary outlining outcomes and recommended actions. We can measure success through:

- Number of qualified meetings held
- New leads or partnership opportunities identified
- Validated supplier or capacity options
- Estimated cost savings or risk reduction
- Clear next steps agreed by the team

*Example: “Within 14 days, I’ll deliver a summary of 10 qualified meetings, 3 strong new leads, and a follow-up plan aligned with our Q3 priorities.”*

This structure turns a general request into a focused, strategic business case, demonstrating clear intent, accountability, and return on time invested.