**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s [***Global Pharmacovigilance and Risk Management Strategies Conference***](https://www.diaglobal.org/en/conference-listing/meetings/2024/02/global-pharmacovigilance-and-risk-management-strategies-conference#showcontent) held **February 5-7, 2024, Baltimore, MD**. This conference will connect me with regulatory and biopharma leaders from all around the world to explore problem-solving strategies in today’s global context.

This in-person, 3-day event, will allow direct connection with a multidisciplinary group of inspiring leaders and professionals engaged in pharmacovigilance, risk and safety management, medical research, and beyond. I’ll be able to expand my knowledge with the benefit of global perspectives, case study workshops, and interactive discussion sessions. I also look forward to the face-to-face networking opportunities with industry experts and professionals to further expand my growth and learning.

I am seeking your support in attending this conference. The registration fees are estimated below:

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| Early Bird through - December 9, 2023 | Member Rate | Non-Member Rate |
| Academic/Charitable/Non-Profit (Full Time) | $915 | $1265 |
| Government (Full Time) | $915 | $1265 |
| Industry | $1935 | $2285 |

|  |  |  |
| --- | --- | --- |
| Advance Rates, December 10, 2023 - January 6, 2024 | Member Rate | Non-Member Rate |
| Academic/Charitable/Non-Profit | $1040 | $1390 |
| Government | $1040 | $1390 |
| Industry | $2060 | $2410 |

|  |  |  |
| --- | --- | --- |
| Standard Rates, January 7, 2024 - February 7, 2024 | Member Rate | Non-Member Rate |
| Academic/Charitable/Non-Profit | $1340 | $1690 |
| Government | $1340 | $1690 |
| Industry | $2360 | $2710 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

|  |  |  |
| --- | --- | --- |
| Short Courses | Date | Rate |
| Virtual Short Course: Introduction to Statistics in Pharmacovigilance | January 24 | $450 |
| Short Course: Aggregate Safety Assessment Planning (ASAP) Process | February 4 | $800 |
| Short Course: Good Pharmacovigilance Practices (GVP) Operations Development – From Clinical Trial to Post Marketing | February 4 | $800 |

Thank you for taking the time to review this proposal. By attending the ***Global Pharmacovigilance and Risk Management Strategies Conference***, I will be able to further develop my skills, knowledge, and network to benefit my career, colleagues, and **<insert name of your organization here>**.

Sincerely,