**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend *DIA’s 2024 Canada Annual Meeting* on November 14-15, in Gatineau, Quebec, Canada. This conference will deliver a comprehensive overview of the current pharmaceutical, medical device, and/or diagnostic landscapes in Canada, while sharing insights into Canada’s broader role in global healthcare product development and is separated into three tracks: Regulatory, Clinical and Pharmacovigilance. This meeting will connect attendees with leaders and experts in academia and those involved in the regulatory, clinical, and pharmacovigilance functional areas in the pharmaceutical and medical device industry to explore best practices, lessons learned, and problem-solving strategies effecting stakeholders in Canada.

I’ll be able to expand my knowledge with the benefit of regional perspectives in Canada, regulatory, clinical, and pharmacovigilance insights as applicable to my day-to-day work, and participate in interactive discussions throughout the meeting. I also look forward to the networking opportunities with industry experts and professionals to further expand my growth and learning.

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates through 9/19/2024** | **Member Rate** | **Non-Member Rate** |
| Academic/Charitable/Non-Profit (Full Time) | $730 | $1080 |
| Government (Full Time) | $730 | $1080 |
| Industry | $1605 | $1995 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the *2024 Canada Annual Meeting*, 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,