**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Digital Technology in Clinical Trials* conference, how they will make you a better employee and help advance your organization.**

**This general template will get you started while allowing you to customize it to you and your organization's particular needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s *Digital Technology in Clinical Trials* conference, March 30-31, in Boston, MA.

This conference brings together a global community of thought-leaders from regulatory agencies, biotech, pharmaceutical, patients, and academia to discuss the latest advances, challenges, and forward-thinking approaches for implementing digital technologies to improve clinical trials.

Numerous attendees, including industry professionals, clinicians, patient representatives, and regulatory agency representatives from around the globe, will attend and present at this event.

While attending this conference, I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with real-world applications. I will also have the unique ability to network with a variety of top experts.

This conference also offers Continuing Education Credits and numerous sessions covering various interest areas including:

**<select interest areas applicable to you>**

* Clinical Data Management
* eClinical
* Information Technology
* Quality Assurance
* Medical Communication
* Patient Engagement
* Clinical Research
* Regulatory Affairs
* Statistics
* Research and Development
* Professional Development

I am seeking your support in attending this meeting. The registration fees, travel expenses, and per diem are estimated below.

Roundtrip Airfare: **<$XXX>**  
Ground Transportation: **<$XXX>**   
Hotel: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2020/03/digital-technology-in-clinical-trials/hotel-information) ***for*** *DIA’s* *Digital Technology in Clinical Trials* ***room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through February 6** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $725 | $975 |
| Government (Full Time) | $725 | $975 |
| Industry | $1600 | $1850 |
| **Advance Rates Through March 5** | | |
| Academic/Charitable/Non-Profit (Full Time) | $800 | $1050 |
| Government (Full Time) | $800 | $1050 |
| Industry | $1675 | $1925 |
| **Standard Rates Beginning March 6** | | |
| Academic/Charitable/Non-Profit (Full Time) | $875 | $1125 |
| Government (Full Time) | $875 | $1125 |
| Industry | $1750 | $2000 |

Student Rate: $400  
Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s *Digital Technology in Clinical Trials* conference, having the opportunity to develop my skills, gain knowledge, and establish key contacts will be a valuable investment for my profession, colleagues, and **<insert name of your organization here>.**

Sincerely,