**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the *DIA* *Advancing Complex Innovative Clinical Trial Designs to Efficiently Deliver Medicines to Patients,* how attendance will enhance your employee profile, and ways in which it will help you advance your organization’s goals.**

**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 the *DIA* *Advancing Complex Innovative Clinical Trial Designs to Efficiently Deliver Medicines to Patients* workshop*,* March 2-3, in Silver Spring, MD.

Per the launch and implementation of FDA’s Complex Innovative Trial Designs (CID) Pilot Meeting Program, this unique workshop will provide a platform for extensive scientific exchange among the FDA, other global health authorities, patient advocates, and drug development innovators in a series of strategic discussions and education about the use and value of CID within drug development programs. My attendance would allow our organization to have a stake in that discussion and allow me to network with other key stakeholders about the potential of CIDs to increase the efficiency and lower the costs of drug development to accelerate patient access to life-altering therapies.

Every session at the *DIA* *Advancing Complex Innovative Clinical Trial Designs to Efficiently Deliver Medicines to Patients* workshop will be led by an introductory presentation from an FDA representative. I’ll be able to explore innovations in trial design from both US and global regulatory perspectives, the usefulness of such innovations from a patient perspective, and how those within the industry are overcoming design challenges.

Numerous key drug development decision-makers will attend, including clinicians, regulatory scientists and reviewers, and statistical specialists from around the globe will attend and present at this event, and I would look forward to participating in several global, interdisciplinary, cross-functional educational offerings with real-world applications.

This workshop also offers Continuing Education Credits and numerous sessions covering interest areas such as:

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

* Clinical Research
* Regulatory Affairs
* Statistics

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

Roundtrip Airfare: **<$XXX>**  
Ground Transportation: **<$XXX>**   
Hotel: **<$XXX>**Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |
| --- | --- |
| **Early Bird Rates Through January 9** |  |
| Academic/Charitable/Non-Profit (Full Time) | $675 |
| Government (Full Time) | $405 |
| Industry | $700 |
| **Advance Rates Through February 6** | |
| Academic/Charitable/Non-Profit (Full Time) | $750 |
| Government (Full Time) | $480 |
| Industry | $775 |
| **Standard Rates Beginning February 7** | |
| Academic/Charitable/Non-Profit (Full Time) | $825 |
| Government (Full Time) | $555 |
| Industry | $850 |

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

Thank you for taking the time to review this proposal. By attending the *DIA* *Advancing Complex Innovative Clinical Trial Designs to Efficiently Deliver Medicines to Patients* workshop*,* I am confident that 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,