<Date>

Dear <Supervisor’s name>,

I would like to attend DIA’s virtual *Advancing Diversity, Equity, and Inclusion Across Life Sciences R&D Meeting* held on October 6-7, 2022.

This event program has been developed in collaboration with the Diversity in Life Sciences Community to provide a virtual platform that fosters coalitions toward diversity, equity, and inclusion in the drug development lifecycle.

Sessions will include interactive knowledge-sharing, compelling discussions, and theoretical exercises to better my understanding of efforts to improve industry accountability and sustainability. An important purpose of the meeting is to advance dialogue among thought leaders from industry, clinical research sites, patient engagement, academia, the FDA, and public policy to spur additional ideas to move the field forward.

I will connect with industry thought leaders, clinical research sites, patient engagement, academia, the FDA, and public policy to inspire insights to propel innovative solutions in my field.

Also, the virtual format allows lower-cost, convenient connection, discussion, and networking opportunities with experts and professionals in drug development and lifecycle management. If an event session is missed, all sessions will be available for two months post-meeting, allowing me to further my education by reviewing key sessions past the live conclusion of the conference.

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

|  |  |  |
| --- | --- | --- |
| Early Bird Rates through 08/11/2022 | Member | Nonmember |
| Academic/Charitable/Non-Profit (Full Time) | $675 | $925 |
| Government (Full Time) | $475 | $725 |
| Industry | $1099 | $1349 |
| Advance Rates through 09/07/2022 |
| Academic/Charitable/Non-Profit (Full Time) | $750 | $1000 |
| Government (Full Time) | $550 | $800 |
| Industry | $1174 | $1424 |
| Standard Rates beginning 09/08/2022 |
| Academic/Charitable/Non-Profit (Full Time) | $900 | $1150 |
| Government (Full Time) | $700 | $950 |
| Industry | $1324 | $1574 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s 2022 *Advancing Diversity, Equity, and Inclusion Across Life Sciences R&D 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,