**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the *Latin America Annual Meeting,* how it 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 the *DIA Latin American Annual Meeting*, September 25-26, in Brasília, Brazil.

This meeting brings together a global community of professionals at all levels, all with a common goal of discussing key connection points across major components of regulatory, clinical, safety, pharmacovigilance, and medical affairs and scientific communications initiatives, efforts and collaboration within these functional areas in an organization or company. The *Latin America Annual Meeting* provides the greatest opportunity to meet with people from around the world, share views and knowledge, network, and build new relationships.

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 meeting, 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 in the LATAM area.

This meeting also offers numerous sessions covering various interest areas including:

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

* Clinical Research
* Clinical Safety and Pharmacovigilance
* Public Policy, Health Care, Compliance Law
* Regulatory
* Research and Development
* Strategic Planning

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: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2024/09/latin-america-annual-meeting/hotel-information#showcontent) ***for the*** *Latin America Annual Meeting* ***hotel details.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees (all fees are in USD)**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through August 28** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $449 | $549 |
| Government (Full Time) | $449 | $549 |
| Industry | $799 | $899 |
| **Standard Rates Beginning A**ugust 29 | | |
| Academic/Charitable/Non-Profit (Full Time) | $699 | $799 |
| Government (Full Time) | $699 | $799 |
| Industry | $1049 | $1149 |

Student Rate: $200  
Patient/Patient Advocate Rate: $200

Thank you for taking the time to review this proposal. By attending the Latin America Annual Meeting, I will have 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,