**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all of the benefits you'll get from attending the DIA 2017 Annual Meeting and Exhibition, 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 the DIA 2017 Annual Meeting, June 18-22, in Chicago, IL.

This meeting brings together a global community of life sciences professionals at all levels and across all disciplines, all with a common goal of fostering innovation that will lead to the development of safe and effective medical products and therapies to patients. The DIA Annual Meeting provides the greatest opportunity to meet with people from around the world, share views and knowledge, network, and build new relationships.

An anticipated 8,000 attendees, including industry professionals, clinicians, patient representatives, and regulatory agencies from all continents, will attend and present at this event. In addition, I will have access to the exhibit hall featuring more than 450 companies.

While attending this meeting, I will be able to participate in a number of 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 drug development from around the world.

This meeting also offers continuing medical, pharmacy, and nursing education credits, as well as IACET continuing education units (CEUs). There are 160+ sessions and poster presentations planned across 11 Core Interest Areas and numerous featured topics ranging from:

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

* Clinical Operations
* Data/Big Data/eHealth
* Disruptive Innovation
* Medical Affairs and Scientific Communication
* Patient Engagement
* Regulatory
* Safety and Pharmacovigilance
* Special Populations
* Strategic Planning/Execution and Partnerships
* Translational Science: Preclinical/Clinical and Product Development
* Value and Access
* Quality
* Professional Development

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

Roundtrip Airfare: **<$xxxx>**  
Ground Transportation: **<$xxxx>**   
Hotel: **<$xxxx>** [*Click here*](http://www.diaglobal.org/Tools/Content.aspx?type=eopdf&file=%2fproductfiles%2f5583268%2f2017valueaddgrid%2Epdf) ***for the DIA Annual Meeting Room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$xxxx>**  
Registration Fee: **<$xxxx> see below (rates will increase after May 24)**

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| --- | --- |
| Registration Fees (Rates will increase after May 24) | |
| Member Standard | $1559.00 |
| Nonmember Standard | $1789.00 |
| Charitable Nonprofit/Academia Member | $979.00 |
| Charitable Nonprofit/Academia Nonmember | $1239.00 |
| Government Member | $599.00 |
| Government Nonmember | $859.00 |
| Member One-Day | $919 |
| Nonmember One-Day | $1179 |
| Student | $250 |

Thank you for taking the time to review this proposal. By attending the [DIA 2017 Annual Meeting](http://www.diaglobal.org/flagship/dia-2017), 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,