**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the *DIA/FDA Oligonucleotide-Based Therapeutics 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 the *DIA/FDA Oligonucleotide-Based Therapeutics Conference,* October 28-30, in North Bethesda, MD.

This conference brings together leading experts from industry and regulatory agencies to inform, educate, and share advancements in oligonucleotide-based therapeutic product development. The *DIA/FDA Oligonucleotide-Based Therapeutics Conference* 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. In addition, I will have access to the exhibit hall with vendors featuring their latest solutions and services.

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 in the field.

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

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

* Clinical Safety and Pharmacovigilance
* Clinical Trials and Clinical Operations
* Nonclinical
* Clinical Research
* R&D Quality and Compliance
* Regulatory Affairs
* Chemistry, Manufacturing, and Controls
* Pharmacology
* Professional Development

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

Roundtrip Airfare: **<$XXX>**  
Ground Transportation: **<$XXX>**   
Hotel: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2019/10/oligonucleotide-based-therapeutics-conference/hotel-information) ***for the room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |
| --- | --- |
| **Early Bird Rates Through September 9** | **Member** |
| Academic/Charitable/Non-Profit (Full Time) | $689 |
| Government (Full Time) | $419 |
| Industry | $1379 |
| **Advance Rates Through September 30** |  |
| Academic/Charitable/Non-Profit (Full Time) | $764 |
| Government (Full Time) | $494 |
| Industry | $1454 |
| **Standard Rates Beginning October 1** | |
| Academic/Charitable/Non-Profit (Full Time) | $839 |
| Government (Full Time) | $569 |
| Industry | $1529 |

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

Thank you for taking the time to review this proposal. By attending the *DIA/FDA Oligonucleotide-Based Therapeutics 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,