Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the **Joint MEB/DIA Excellence in Pharmacovigilance: Clinical Trials and Post-Meeting Training Course in 2020**, 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 **Excellence in Pharmacovigilance Course: Clinical Trials and Post-Meeting Training Course**, 15-19 June 2020, Amsterdam. This course is a collaboration between DIA and the Dutch Regulator, the Medicines Evaluation Board (MEB), currently chairing the PRAC.

Pharmacovigilance is a living science not limited to regulatory requirements. This course will provide not only the basic definitions and their practical consequences in day to day work but also an update with several case studies on the methods for the preparation, evaluation and reporting of individual case safety reports (ICSR), periodic reports (PBRER, DSUR), signal management and risk management in clinical trials and post marketing.

The training course provides the greatest opportunity available today to learn directly from leading Industry experts, and perhaps most importantly from the MEB and Dutch Inspectorates, meet with people from around the world, share views and knowledge, network, and build new relationships.

Approximately 25 attendees will join this course, and it would be very beneficial to our organisation if I am one of them.

Learning objectives of this course are:

* Understanding key definitions and methods in Pharmacovigilance;
* Describing the expedited and periodic ICSRs reporting requirements in clinical trials and post-marketing including the medical evaluation;
* Understanding the process of audits and inspections in pharmacovigilance, directly from the Inspectors;
* Understanding the principles of signal management;
* Describing the components of a risk management strategy.

This meeting is recognized with 33 Continuing Professional Development (CPD) credits from the Faculty of Pharmaceutical Medicine of the Royal College of Physicians of the United Kingdom, and the SwAPP (Swiss Association of Pharmaceutical Professionals) Commission for Professional Development (CPD).

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

Roundtrip Airfare: **Add your estimation here**  
Ground Transportation: **Add your estimation here**  
Hotel: **Add your estimation here**Meals (coffee breaks and lunches are provided in the registration fee): **Add your estimation here**  
Registration Fee: **Add your free here from the below table**

|  |  |
| --- | --- |
| **Registration Fees (EUR)** | |
| **DIA Member** | |
| Industry | 3’320.00 |
| Government / Academia / NPO | 1660.00 |
| **Non-Member** | |
| Industry | 3475.00 |
| Government / Academia / NPO | 1885.00 |

Thank you for taking the time to review this proposal. By attending this [DIA Training](https://www.diaglobal.org/en/course-listing/training/2020/03/joint-meb-dia-excellence-in-pharmacovigilance-clinical-trials-and-post-marketing-training-course) Course I will have the opportunity to develop my skills, gain knowledge, and establish key contacts that will be a valuable investment for my profession, colleagues, and **<insert name of your organization here>.**

Sincerely,