**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the DIA 2021 Virtual Global 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 2021 Virtual Global Annual Meeting, June 27-July 1.

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 2021 Global 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 7,000+ attendees, including industry professionals, clinicians, patient representatives, and regulatory agencies from more than 50 countries, 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 250+ sessions and poster presentations planned across 13 tracks and numerous featured topics ranging from:

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

* Clinical Safety and Pharmacovigilance
* Clinical Trials and Clinical Operations
* Data and Data Standards
* Medical Affairs and Scientific Communication
* Patient Engagement
* Preclinical Development and Early-Phase Clinical Research
* Project Management and Strategic Planning
* R&D Quality and Compliance
* Regulatory
* Regulatory CMC and Product Quality
* Statistics
* Value and Access
* Professional Development

I am seeking your support in attending this meeting. The registration fee(s) are listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBER RATES** | **By December 31** | **By April 15** | **By May 31** | **After May 31** |
| Industry – Opt-In | $1034.25 | $1090.50 | $1146.75 | $1259.25 |
| Industry – Opt-Out | $1379 | $1454 | $1529 | $1679 |
| Government – Opt-In | $441.75 | $498 | $554.25 | $666.75 |
| Government – Opt-Out | $589 | $664 | $739 | $889 |
| Academic/Nonprofit – Opt-In | $734.25 | $790.50 | $846.75 | $959.25 |
| Academic/Nonprofit – Opt-Out | $979 | $1054 | $1129 | $1279 |

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| **NONMEMBER RATES** | **By December 31** | **By April 15** | **By May 31** | **After May 31** |
| Industry – Opt-In | $1341.75 | $1398 | $1454.25 | $1566.75 |
| Industry – Opt-Out | $1789 | $1864 | $1939 | $2089 |
| Government – Opt-In | $644.25 | $700.50 | $756.75 | $869.25 |
| Government – Opt-Out | $859 | $934 | $1009 | $1159 |
| Academic/Nonprofit – Opt-In | $929.25 | $985.50 | $1041.75 | $1154.25 |
| Academic/Nonprofit – Opt-Out | $1239 | $1314 | $1389 | $1539 |

**Cancellation Date: May 31, 2021**

This year, we are offering a 25% discount if you opt-in to share your contact information with DIA 2021 exhibitors and sponsors before, during, and after the live event. Exhibitor participation in our events are key enabling components for furthering DIA’s mission with the event.

To benefit and opt-in, just enter the code <**OPTIN21>** at check-out.

By applying this discount, you are giving consent to be contacted by our exhibitors and sponsors via email, subject to their privacy policy. You may view the list of exhibitors and sponsors any time, once available at our website. You may withdraw your consent anytime by contacting Customer.Service@DIAglobal.org and we will charge the difference provided by the discount.

Thank you for taking the time to review this proposal. By attending the [DIA 2021 Global Annual Meeting,](http://www.diaglobal.org/Flagship/DIA-2020) 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,