**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Latin America Regulatory Conference,* how attendance will enhance your employee profile, and ways in which it will help you advance your organization’s goals.**

**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’s *Latin America Regulatory Conference,* February 22-23, Virtual Meeting

This conference brings together global regulators, industry, and academic researchers to engage in a series of strategic discussions on current regulatory landscape, globalization, and harmonization initiatives in Latin America. It features a symposium with interactive dynamics, where I will engage in discussions with key stakeholders influencing the advancement and implementation of regulatory convergence initiatives in Latin America.

DIA’s *Latin America Regulatory Conference* will provide the greatest opportunity to meet with people from throughout the Americas in pursuit of shared knowledge, networking, and relationship-building. This year’s agenda features regional and global regulatory updates–including valuable Q&A time with regulators themselves–in addition to sessions on reliance, lifecycle management, continuous manufacturing and ICH Q13, advanced therapies and gene editing, and regulatory convergence initiatives.

Numerous attendees, including industry professionals, clinicians, patient representatives, and regulatory agency representatives from around the globe will attend and present at this event. I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with real-world applications, and will have access to the exhibit hall, where vendors will feature their latest innovative solutions and services.

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

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

* Clinical Research
* Public Policy
* Healthcare and Compliance Law
* R&D Quality and Compliance
* Regulatory Affairs
* Corporate Compliance
* Professional Development

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

Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through January 7** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $625 | $875 |
| Government (Full Time) | $450 | $700 |
| Industry | $1025 | $1250 |
| **Advance Rates Through February 4** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $700 | $700 |
| Government (Full Time) | $525 | $950 |
| Industry | $1100 | $1350 |
| **Standard Rates After February 4** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $775 | $775 |
| Government (Full Time) | $525 | $850 |
| Industry | $1425 | $1425 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Latin America Regulatory Conference,* I am confident that 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,