**<Date>**

Dear <**Supervisor’s name>,**

I’d like to request approval to attend DIA’s [*Global Clinical Trial Disclosure and Data Transparency Conference*](https://www.diaglobal.org/Conference-Listing/Meetings/2024/09/Global-Clinical-Trial-Disclosure-and-Data-Transparency-Conference) on September 23-24, 2024 in Arlington, VA. Clinical trial information transparency is taking on new dimensions, and stakeholders are facing a host of new registration requirements in the US, EU, and elsewhere.

With evolving requirements comes new challenges, creating additional opportunities for knowledge-sharing and necessitating more interaction with peers. This conference will provide critical and timely information relating to global clinical trial disclosure and data transparency from those on the front lines.

Further, I will partake in the analysis of clinical trial data to help build upon innovative solutions and implementation strategies and experience comprehensive discussions and collaboration between stakeholders.

I am seeking your support in attending this conference. The registration fees are estimated below:

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird through 7/25/2024** | **Member Rates** | **Non-member Rates** |
| Academic/Charitable/Non-Profit (Full Time) | $715 | $1065 |
| Government (Full Time) | $715 | $1065 |
| Industry | $1535 | $1885 |

|  |  |  |
| --- | --- | --- |
| **Advance Rates through 8/22/2024** | **Member Rates** | **Non-member Rates** |
| Academic/Charitable/Non-Profit (Full Time) | $840 | $1160 |
| Government (Full Time) | $840 | $1190 |
| Industry | $1660 | $2010 |

|  |  |  |
| --- | --- | --- |
| **Standard Pricing begins 8/23/2024** | **Member Rates** | **Non-member Rates** |
| Academic/Charitable/Non-Profit (Full Time) | $1140 | $1490 |
| Government (Full Time) | $1140 | $1490 |
| Industry | $1960 | $2310 |

**Student Rate**: $400

**Patient/Patient Advocate Rate**: $400

Thank you for taking the time to review this proposal. By attending DIA’s [*Global Clinical Trial Disclosure and Data Transparency Conference*](https://www.diaglobal.org/Conference-Listing/Meetings/2024/09/Global-Clinical-Trial-Disclosure-and-Data-Transparency-Conference), I will be able to further develop my skills, knowledge, and network to benefit my career, colleagues, and **<insert name of your organization here>**.

Sincerely,