**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s *2024 Advertising and Promotion Regulatory Affairs Conference* on March 12-13 in Arlington, VA. This conference will connect me with key thought leaders from the FDA, industry, and other regulatory agencies, while simultaneously discussing the challenges and opportunities of marketing pharmaceuticals and medical devices today.

The conference explores the current state of compliance for marketing both biopharmaceuticals and medical devices. Join thought leaders from industry, legal, public affairs, and government for interactive and compelling discussions that will shape policy and define strategic priorities within the advertising and promotion regulatory space. It is geared towards both early and late-career professionals with content that advances the understanding of current regulatory policies, details the latest strategies for professional development, and discusses the trends in advertising for medical products.

There are some fantastic topics and speakers lined up for this year:

* Keynote Address, *The Future of Prescription Drug Promotion and Digital Marketing: Insights from an Expert Convening*, from Victoria Gemme, MBA, MS, Policy Research Associate, Duke-Margolis Center For Health Policy
* *Updates from the FDA*, focusing on recent FDA advertising and promotion activities, including compliance actions, process modifications, and program highlights
* *Power Learning Session: Best Practices for Diversity and Inclusion in Medical Product Advertising*, featuring Rachel Imam, MBA, Senior Regulatory Specialist, US WorldMeds
* *Making Sound SASS Determinations for CFL Communications*, featuring Kellie Combs, JD, Partner, Ropes & Gray LLP

I’ll be able to e explore the current state of compliance for marketing both biopharmaceuticals and medical devices. I also look forward to the face-to-face networking opportunities with industry experts and professionals to further expand my growth and learning.

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Advance Rates through 2/13/2024** | **Member Rate** | **Non-Member Rate** |
| 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 the ***Advertising and Promotion Regulatory Affairs 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,