<Date>

Dear <Supervisor’s name>,

I would like to attend DIA’s *Digital Technology in Clinical Trials* held on October 13-14, 2022, Virtual Event.

Event sessions will include interactive knowledge-sharing, compelling discussions, and theoretical exercises to better my understanding of the innovative future of digital technology. I will be able to interact with thought leaders from regulatory agencies, biotech, pharma, patients, and academia to discuss the latest advances, challenges, and forward-thinking approaches for implementing current and future digital technology to improve clinical trials.

This in-person opportunity will provide industry connection, problem-solving, and networking opportunities with experts and professionals working within clinical trial processes impacted by drug technology. Plus, if an event session is missed, all sessions will be available for two months post-meeting, allowing me to further my education by reviewing key sessions past the live conclusion of the conference.

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

|  |  |  |
| --- | --- | --- |
| Early Bird Rates through 08/31/2022 | Member | Nonmember |
| Academic/Charitable/Non-Profit (Full Time) | $739 | $989 |
| Government (Full Time) | $739 | $989 |
| Industry | $1450 | $1700 |
| Advance Rates through 09/15/2022 | | |
| Academic/Charitable/Non-Profit (Full Time) | $814 | $1064 |
| Government (Full Time) | $814 | $1064 |
| Industry | $1525 | $1775 |
| Standard Rates beginning 09/16/2022 | | |
| Academic/Charitable/Non-Profit (Full Time) | $964 | $1214 |
| Government (Full Time) | $964 | $1214 |
| Industry | $1675 | $1925 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s *Digital Technology in Clinical Trials*, 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,