**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the** [**Medical Information and Communications Conference**](https://www.diaglobal.org/en/conference-listing/meetings/2022/10/medical-information-and-communications-conference)**, 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 needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend the [**Medical Information and Communications Conference**](https://www.diaglobal.org/en/conference-listing/meetings/2022/10/medical-information-and-communications-conference) taking place on 5-6 October 2022, in a hybrid format, in Barcelona, Spain.

This is a unique opportunity to engage in the sharing of good practices between industry representatives and seek the advice I need from regulators.

**Workshop overview:**

DIA is preparing both a live in-person and a live-stream virtual option for the **Medical Information and Communications Conference**. Upon registration, please indicate via the check box which avenue are you registering for: in-person or virtual.

The **DIA Medical Information and Communications Conference** is designed by medical information professionals, building on a long series of successful past editions. In this conference, we will leverage learnings on how to improve customers' experience as they engage with pharma/biotech companies via various touchpoints. We will also explore when and how to successfully partner with suppliers.

Join medical information professionals and other experts in the field across many sessions, filled with workshops and interactive discussions that will benefit greatly from your active involvement. Together, we will explore:

* How evolving business, regulatory and legal requirements impact our daily practice
* You will gain insights on how digital technologies impact information delivery and customer interactions
* And how automation, digital developments and real-world evidence may be used to enhance communications with customers, while respecting all relevant guidelines.

**What can you expect from attending this conference?**

* Share your experiences, discover best practices and learn from others
* Pragmatic and open discussions, lessons learned and relevant case studies
* Join practical sessions and address real-world business challenges
* Learn about innovations in digital communications and applications for emerging technologies
* Reconnect with colleagues, build new relationships, and broaden your network
* Engage with leaders in Medical Information and Communications

I am seeking your support in attending this meeting. The registration fee is listed below.

**<Insert the registration rate applicable to you from** [**here**](https://www.diaglobal.org/en/conference-listing/meetings/2022/10/medical-information-and-communications-conference/register#showcontent)**>**

Thank you for taking the time to review this proposal. By attending the Medical Information and Communications Conference 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,  
**<Your name>**