**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend the ***Regulatory Submissions, Information, and Document Management Forum*** on February 13-15, 2023 in North Bethesda, MD. This conference will connect me with regulatory and biopharma leaders from all around the world to explore problem-solving strategies in today’s global context.

This in-person event will allow direct connection with a multidisciplinary group of inspiring leaders and professionals engaged in regulatory submissions, risk-safety strategy, clinical operations and data, and beyond.

I’ll be able to expand my knowledge with the benefit of global perspectives, regulatory insights, case study workshops, and interactive discussion sessions. 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**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through 12/16/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $805 | $1155 |
| Government (Full Time) | $805 | $1155 |
| Industry | $1755 | $2105 |
| **Advance Rates Through 1/13/2023** | | |
| Academic/Charitable/Non-Profit (Full Time) | $930 | $1280 |
| Government (Full Time) | $930 | $1280 |
| Industry | $1880 | $2230 |
| **Standard Rates Beginning 1/14/2023** | | |
| Academic/Charitable/Non-Profit (Full Time) | $1230 | $1580 |
| Government (Full Time) | $1230 | $1580 |
| Industry | $2180 | $2530 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the ***Regulatory Submissions, Information, and Document Management Forum***, 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,