**<Date>**

Dear <**Supervisor’s name>,**

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

At DIA’s Regulatory Submissions, Information, and Document Management (RSIDM) Forum, we will hear from industry and regulatory stakeholders working across the scope of regulatory information to examine current and evolving data standards and requirements and effective regulatory information management approaches to align related people, processes, and technology. The Forum presents four tracks: Regulatory Informatics Business, Regulatory Informatics Technology, Trial Master File (TMF) Inspection Readiness and Electronic Document Management, and Electronic Regulatory Submissions. Cross-track sessions provide the opportunity to discuss key connection points across major components of regulatory information, and plenary sessions featuring regulatory intelligence updates by FDA and other regulatory authorities are offered each day. This Forum provides multiple opportunities for networking, knowledge sharing, and education for both business and technology-focused attendees.

**Event Goals and Offerings**

* **Gather insights** to hot topics impacting regulatory information in life sciences research and development
* Hear directly from **global regulators** on regulatory plans, priorities, and updates to incorporate into your everyday work and processes
* Identify how **advanced technologies and innovation** can be applied to impact functions and processes within regulatory affairs

**Why I Can’t Miss it**

* **Network** with like-minded professionals focused on regulatory information in life sciences research and development to discuss best practices and lessons learned
* Learn how to apply successful **use cases**, real-world examples, and practical outcomes into my organization
* Gain insights and discuss how stakeholders are impacted by everyday challenges and **how they overcome** these challenges
* Evaluate **future applications** of regulatory informatics, trial master file inspection readiness, electronic document management, and electronic regulatory submissions

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **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 |

DIA also offers a **Group Discount**: Register three individuals from the same company and receive complimentary registration for the fourth!

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,