**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend *DIA’s 2023 Canada Annual* Meeting on November 7-8 in Ottawa, ON, Canada. The meeting will deliver a comprehensive overview of the current pharmaceutical, medical device, and/or diagnostic landscapes in Canada, while sharing insights into Canada’s broader role in global healthcare product development. This annual meeting is separated into three tracks: Regulatory, Clinical and Pharmacovigilance and will connect me with leaders and experts in academia and those involved in the functional areas in the pharmaceutical and medical device industry to explore best practices, lessons learned, and problem-solving strategies effecting stakeholders in Canada.

I’ll be able to expand my knowledge with the benefit of regional perspectives in Canada, regulatory, clinical, and pharmacovigilance insights as applicable to my day-to-day work, and participate in interactive discussions throughout the meeting. I also look forward to the networking opportunities with industry experts and professionals to further expand my growth and learning.

**Annual Meeting Goals and Offerings**

* Discuss policy updates and priorities shared directly from Health Canada
* Stay up to date with emerging trends and technologies effecting life sciences professionals in Canada
* Establish and foster relationships with life sciences professionals in Canada
* Gain additional insights, education, and knowledge to analyze relevant challenges and opportunities for life sciences professionals in Canada

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Advance Rates through 10/13/2023** | **Member Rate** | **Non-Member Rate** |
| Academic/Charitable/Non-Profit (Full Time) | $855 | $1205 |
| Government (Full Time) | $855 | $1205 |
| Industry | $1730 | $2080 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the *2023**Canada Annual Meeting*, 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,