**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Canadian Pharmacovigilance and Risk Management Strategies 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 particular needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s *Canadian Pharmacovigilance and Risk Management Strategies Conference*, November 4, in Gatineau, QU, Canada.

This conference brings together a global community of professionals at all levels to discuss the latest updates in pharmacovigilance, risk management, and drug safety will be presented from both a global and a tailored Canadian perspective. DIA’s *Canadian Pharmacovigilance and Risk Management Strategies Conference* provides the greatest opportunity to meet with people from around the world, share views and knowledge, network, and build new relationships.

Numerous attendees, including industry professionals, clinicians, patient representatives, and regulatory agency representatives from around the globe, will attend and present at this event.

While attending this conference, I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with real world applications. I will also have the unique ability to network with a variety of top experts.

This conference also offers Continuing Education Credits and numerous sessions covering various interest areas including:

**<select interest areas applicable to you>**

* Clinical Safety and Pharmacovigilance
* Clinical Data Management
* Public Policy
* Patient Engagement
* Clinical Research
* Project Management and Strategic Planning
* Regulatory Affairs
* Professional Development

I am seeking your support in attending this conference. The registration fees, travel expenses, and per diem are estimated below.

Roundtrip Airfare: **<$XXX>**  
Ground Transportation: **<$XXX>**   
Hotel: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2019/11/canadian-pharmacovigilance-and-risk-management-conference/hotel-information) ***for*** DIA’s *Canadian Pharmacovigilance and Risk Management Strategies Conference* ***room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through September 12** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $349 | $599 |
| Government (Full Time) | $349 | $599 |
| Industry | $829 | $1079 |
| **Advance Rates Through October 10** | | |
| Academic/Charitable/Non-Profit (Full Time) | $424 | $674 |
| Government (Full Time) | $424 | $674 |
| Industry | $904 | $1154 |
| **Standard Rates Beginning October 11** | | |
| Academic/Charitable/Non-Profit (Full Time) | $499 | $749 |
| Government (Full Time) | $499 | $749 |
| Industry | $979 | $1229 |

Student Rate: $400  
Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s *Canadian Pharmacovigilance and Risk Management Strategies 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,