**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Combination Products Conference,* how attendance will enhance your employee profile, and ways in which it will help you advance your organization’s goals.**

**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 the DIA’s *Combination Products Conference,* October 29-30, in North Bethesda, MD.

This conference brings together regulatory, clinical, and drug development professionals from health authorities and within industry, to examine the current US and global regulatory environments for combination product development and approval, including new FDA regulation and guidances and late-breaking information on implementation of the EU Medical Device Regulation. Unique aspects of combination product development and lifecycle management that drive ongoing regulatory change will be explored, with a close look at the impact of CATMPs, generic combination products, and co-development of digitally connected combination products such as drug companion apps and digital monotherapies. Best practices for approaching regulators with novel product ideas and for obtaining Agency feedback on regulatory issues will be discussed with regulators in an interactive format.

Numerous attendees, including industry professionals, clinicians, patient advocates, and regulatory agency representatives from around the globe will attend and present at this event, and I look forward to participating in several global, interdisciplinary, cross-functional educational offerings with real-world applications.

This conference also offers Continuing Education Credits and numerous sessions covering interest areas such as:

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

* Clinical Safety/Pharmacovigilance
* Clinical Research
* Combination Products
* CMC
* Regulatory Affairs
* R&D
* Medical Devices and Diagnostics
* Public Policy/Healthcare Compliance
* Quality Assurance
* Strategic Planning
* Pharmaceutics
* Biotechnology

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: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2019/10/combination-products-conference/hotel-information) ***for the room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Advance Rates Through September 30** | | |
| Academic/Charitable/Non-Profit (Full Time) | $754 | $1004 |
| Government (Full Time) | $754 | $1004 |
| Industry | $1584 | $1834 |
| **Standard Rates Beginning September 31** | | |
| Academic/Charitable/Non-Profit (Full Time) | $829 | $1079 |
| Government (Full Time) | $829 | $1079 |
| Industry | $1659 | $1909 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Combination Products Conference,* I am confident that 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,