**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Regulatory Submissions, Information, and Document Management Forum,* 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 *Regulatory Submissions, Information, and Document Management Forum,* February 10-12, in North Bethesda, MD.

This forum brings together global regulators, industry, and academic researchers to engage in a series of strategic discussions on the optimization of the efficient use of regulatory information. With four tracks and daily health authority plenary sessions, I will engage in discussions with key stakeholders and gain an even more comprehensive view of content and regulatory information management and submissions.

DIA’s *Regulatory Submissions, Information, and Document Forum* provides the greatest opportunity to meet with people from throughout the Americas in pursuit of shared knowledge, networking, and relationship-building. Four meetings in one, I can choose to focus on RIM Business, RIM Technology, Electronic Regulatory Submissions, or Electronic Document Management, while still gaining valuable Q&A time with regulatory authorities as well as learning from noted experts on the forum’s Artificial Intelligence panel.

Numerous attendees, including business and technology professionals, industry officials, those involved in the submissions process, data management, clinical research, quality assurance, and regulatory agency representatives from around the globe will attend and present at this event. I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with real-world applications, and will have access to the exhibit hall, where vendors will feature their latest innovative solutions and services.

This forum also offers Continuing Education Credits through the International Association for Continuing Education and Training (IACET). Numerous sessions will cover interest areas, including:

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

* Clinical Data Management
* Clinical Research
* Document Management/eSubmissions
* Information Technology/e-Business
* Medical Writing
* Outsourcing
* Project Management
* Quality Assurance and Control
* Regulatory Affairs
* Research and Development
* Strategic Planning
* Regulatory Submissions
* Validation

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

Roundtrip Airfare: **<$XXX>**  
Ground Transportation: **<$XXX>**   
Hotel: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2020/02/regulatory-submissions-information-and-document-management-forum/hotel-information) ***for the room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through December 19** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $749 | $999 |
| Government (Full Time) | $749 | $999 |
| Industry | $1639 | $1889 |
| **Advance Rates Through January 16** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $824 | $1074 |
| Government (Full Time) | $824 | $1074 |
| Industry | $1714 | $1964 |
| **Standard Rates Beginning January 17** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $899 | $1149 |
| Government (Full Time) | $899 | $1149 |
| Industry | $1789 | $2039 |

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

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