**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the DIA Europe 2020, how it will better equip you as an employee, and help advance your organization.**

**This general template will get you started while allowing you to customize it to your—and your organization's—particular needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA Europe 2020, March 17 – 19, in Brussels.

This meeting brings together a global community of life sciences professionals at all levels and across all disciplines, all with a common goal of fostering innovation that will lead to the development of safe and effective medical products and therapies to patients. DIA Europe 2020 provides the greatest opportunity to meet with people from around the world, share views and knowledge, network, and build new, fruitful relationships.

An anticipated 1,500+ attendees, including Regulatory Agency representatives, Industry professionals, Clinicians, and Patient representatives from more than 50 countries, will attend and present at this event. In addition, I will have access to the exhibit hall featuring more than 100 companies and vendors of potential interest to us.

While attending this meeting, I will be able to participate in a number of global, interdisciplinary, cross-functional educational offerings with real world application. I will also have the unique ability to network with a variety of top experts in drug development from around the world.

This meeting is recognised with Continuing Professional Development (CPD) credits from the Faculty of Pharmaceutical Medicine of the Royal College of Physicians of the United Kingdom, the SwAPP (Swiss Association of Pharmaceutical Professionals) Commission for Professional Development (CPD) and SGPM (Swiss Society of Pharmaceutical Medicine).

There will be 60+ sessions and poster presentations planned across 13 tracks and numerous featured topics ranging from:

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

* Clinical Safety and Pharmacovigilance
* Clinical Trials and Clinical Operations
* Data and Data Standards
* Medical Affairs and Scientific Communication
* Patient Engagement
* Preclinical Development and Early-Phase Clinical Research
* Regulatory
* Regulatory CMC and Product Quality
* Value and Access
* Professional Development

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

Roundtrip Airfare: **<€xxxx>**  
Ground Transportation: **<€xxxx>**   
Hotel: **<€xxxx>**Meals (continental breakfast and lunch are provided in the registration fee): **<€xxxx>**  
Registration Fee: **<€XXX> see below**

|  |  |  |
| --- | --- | --- |
| Registration Fees (Early Bird Rates end 21/10/2019) | Member | Nonmember |
| Industry (& Industry representatives) – ***Early Bird*** | €1,700 | €1,870 |
| Industry (& Industry representatives) – *after 21/10* | €2,150 | €2,365 |
| HTA/ Payers/ Academia/ Government/ Regulators – ***Early Bird*** | €600 | €660 |
| HTA/ Payers/ Academia/ Government/ Regulators – *after 21/10* | €975 | €1,205 |
| SMEs | €1,350 |  |
| Patients and Patient Advocates | €250 |  |
| Emerging Professionals | €750 |  |
| Students | €180 |  |

Thank you for taking the time to review this proposal. By attending the [DIA Europe 2020,](https://www.diaglobal.org/en/flagship/dia-europe-2020) 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/institution here>.**

Sincerely,