**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Medical Affairs and Scientific Communications 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 *Medical Affairs and Scientific Communications Forum,* March 6-7, Virtual Forum.

This forum brings together global regulators, industry, and academic researchers to the regulatory and compliance environment directly affecting the daily activities of medical affairs and scientific communication professionals. Made up of multiple general sessions and four breakouts sessions within three tracks covering medical communications, medical writing, and medical science liaisons, you can pick and choose which sessions to attend and create your own unique forum.

Numerous attendees, including business and technology professionals, industry officials, those involved in all realms of medical affairs and communications, 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 as well as numerous sessions that will cover interest areas, including:

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

* Medical Communications
* Quality Assurance and Control
* Regulatory Affairs
* Research and Development
* Medical Scient Liaisons
* Professional Development
* Document Management

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: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2020/03/medical-affairs-and-scientific-communications-forum/hotel-information) ***for the room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through January 30** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $739 | $989 |
| Government (Full Time) | $739 | $989 |
| Industry | $1629 | $1879 |
| **Advance Rates Through March 5** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $814 | $1064 |
| Government (Full Time) | $814 | $1064 |
| Industry | $1704 | $1954 |
| **Standard Rates Beginning March 6** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $889 | $1139 |
| Government (Full Time) | $889 | $1139 |
| Industry | $1779 | $2000 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Medical Affairs and Scientific Communications 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,