**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Real World Evidence 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 *Real World Evidence Conference,* November 14-15, in Cambridge, MA.

This conference brings together global regulators, industry, and academic researchers to explore new and innovative applications of RWE and deliver cutting-edge insights in how stakeholders are leveraging RWE to advance healthcare knowledge and decision-making.

Numerous attendees, including business and technology professionals, industry officials, those involved in all realms of real world evidence, 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>**

* Clinical Data Management
* Safety and Pharmacovigilance
* Regulatory Affairs
* Research and Development
* Statistics
* Professional Development
* Clinical Research
* Real World Evidence
* Real World Data

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: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2019/11/real-world-evidence-conference/hotel-information) ***for the room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Advance Rates Through October 17** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $714 | $964 |
| Government (Full Time) | $714 | $964 |
| Industry | $1454 | $1704 |
| **Standard Rates Beginning October 18** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $789 | $1039 |
| Government (Full Time) | $789 | $1039 |
| Industry | $1529 | $1779 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Real World Evidence 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,