**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Pediatric Drug Development Workshop,* 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 *Pediatric Drug Development Workshop,* October 28-29, in Bethesda, MD.

This workshop brings together regulatory, clinical, and drug development professionals from health authorities and within industry, as well as CRO employees, pediatricians, academia, parents, and patient advocacy organizers to engage in a series of strategic discussions about a new era in pediatric drug development. Policy reform paired with the development of pharmaceutical pipelines to include highly targeted therapies has led to progress in addressing rare pediatric disease, and my attendance would allow for discussions with key stakeholders about these solutions and advancements of therapies for pediatric patients.

DIA’s *Pediatric Drug Development Workshop* provides the greatest opportunity to meet with people throughout the world in pursuit of shared knowledge, networking, and relationship-building. This year’s agenda features a Keynote Address by Cheryl Yoder, RN, Patient Advocate, Cure SMA, followed by sessions that will cover the development of innovative technologies for children, improvements in the efficiency and effectiveness of pediatric therapies, innovative trial design, funding of pediatric product development, and business models as science pursues better, faster patient cures. I’ll engage in valuable Q&A with leading academic researchers and financiers of emerging biotechnologies and can learn from existing and ongoing development approaches.

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

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

* Clinical Safety/Pharmacovigilance
* Clinical Research
* Oncology
* Rare/Orphan Diseases
* Regulatory Affairs
* Research and Development
* Pediatrics
* Statistics
* Trial Design

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

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Advance Rates Through October 3** | | |
| Academic/Charitable/Non-Profit (Full Time) | $714 | $964 |
| Government (Full Time) | $714 | $964 |
| Industry | $1499 | $1749 |
| **Standard Rates Beginning October 4** | | |
| Academic/Charitable/Non-Profit (Full Time) | $789 | $1039 |
| Government (Full Time) | $789 | $1039 |
| Industry | $1574 | $1824 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Pediatric Drug Development Workshop,* 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,