**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the DIA’s *Global Labeling Conference,* how they will make you a better employee and help advance your organization.**

**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 DIA’s *Global Labeling Conference* April 20-21, Virtual Conference

This conference brings together a global community of professionals at all levels, all with a common goal to convey the essential information needed by providers, patients, and payers to make decisions about product access, prescription, and use. DIA’s *Global Labeling Conference* provides the greatest opportunity to meet with people from around the world, share views and knowledge, network, and build new relationships.

Numerous attendees, including industry professionals, clinicians, patient representatives, and regulatory agency representatives from around the globe, will attend and present at this event. In addition, I will have access to a conference for regulators and industry to provide updates on local and global labeling-related policies and to examine the impact of changes on regulatory compliance.

While attending this conference, I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with real world applications. I will also have the unique ability to network with a variety of top experts in the labeling field.

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

* Advertising and Promotions
* Clinical Safety/Pharmacovigilance
* Clinical Research
* Document Management
* Document Management/eSubmissions
* Medical Communications
* Medical Devices and Diagnostics
* Medical Writing
* Public Policy/Law/Corp. Compliance
* Patient Engagement
* Quality Assurance/Control
* Regulatory Affairs

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: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2020/04/global-labeling-conference/hotel-information#showcontent) ***for the* DIA’s***Global Labeling Conference* ***room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through February 27** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $639 | $889 |
| Government (Full Time) | $639 | $889 |
| Industry | $1,424 | $1,674 |
| **Advance Rates Through March 26** | | |
| Academic/Charitable/Non-Profit (Full Time) | $714 | $964 |
| Government (Full Time) | $714 | $964 |
| Industry | $1,499 | $1,749 |
| **Standard Rates Beginning March 27** | | |
| Academic/Charitable/Non-Profit (Full Time) | $789 | $1,039 |
| Government (Full Time) | $789 | $1,039 |
| Industry | $1,574 | $1,824 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Global Labeling Conference*, 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 here>.**

Sincerely,