**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA, *Real World Evidence 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>,**

This conference brings together a global community of professionals at all levels, all with a common goal for regulatory decision-making and beginning to touch all areas of the healthcare value chain. DIA’s *Real World Evidence 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, DIA’s *Real World Evidence Conference* will explore new and innovative applications of real world evidence RWE and deliver cutting-edge insights in how stakeholders are leveraging RWE to advance healthcare knowledge and decision-making. 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 RWE field.

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

* Clinical Data Management/eClinical
* Clinical Safety/Pharmacovigilance
* Clinical Research
* Public Policy/Law/Corp. Compliance
* Regulatory Affairs
* Research and Development
* Statistics

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

Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through September 17** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $649 | $869 |
| Government (Full Time) | $649 | $869 |
| Industry | $1,239 | $1,379 |
| **Advance Rates Through October 15** |
| Academic/Charitable/Non-Profit (Full Time) | $709 | $939 |
| Government (Full Time) | $709 | $939 |
| Industry | $1309 | $1,539 |
| **Standard Rates Beginning October 16** |
| Academic/Charitable/Non-Profit (Full Time) | $799 | $1,049 |
| Government (Full Time) | $799 | $1,049 |
| Industry | $1,379 | $1,599 |

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*, 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,