**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA/FDA’s *Complex Generic Drug-Device Combination Products 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>,**

DIA/FDA’s *Complex Generic Drug-Device Combination Products Conference* brings together a global community of professionals at all levels, all with a common goal of including complex drug-device combination products (such as auto injectors and metered dose inhalers) and other products where complexity or uncertainty concerning the approval pathway or possible alternative approaches would benefit from early scientific engagement. DIA/FDA’s *Complex Generic Drug-Device Combination Products 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 FDA staff and industry experts to discuss the knowns, issues in progress, and future directions for the development of the generic versions of these important therapeutic products.

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 generic drugs field.

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

* Biotechnology
* CMC
* Combination Products
* CMC/GMP
* Clinical Safety/Pharmacovigilance
* Clinical Research
* Medical Devices and Diagnostics
* Manufacturing
* Nonclinical
* Pharmacology
* Quality Assurance, Control
* Regulatory Affairs
* Research & Development
* Strategic Planning

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 August 27** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $609 |
| Government (Full Time) | $369 |
| Industry | $1,219 |
| **Advance Rates Through September 24** | |
| Academic/Charitable/Non-Profit (Full Time) | $439 |
| Government (Full Time) | $679 |
| Industry | $1,289 |
| **Standard Rates Beginning September 25** | |
| Academic/Charitable/Non-Profit (Full Time) | $499 |
| Government (Full Time) | $749 |
| Industry | $1,349 |

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

Thank you for taking the time to review this proposal. By attending DIA/FDA’s *Complex Generic Drug-Device Combination Products 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,