**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Pharmacovigilance and Risk Management Strategies 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 DIA’s *Pharmacovigilance and Risk Management Strategies Conference,* January 24-27, in Washington, DC.

This conference brings together industry professionals, clinical research organizations, academic research centers, and regulatory agencies to provide the strongest possible context, background, updates, new developments and future direction for regulations and guidance on safety, pharmacovigilance, and risk management strategies anywhere. With content developed by top experts from the biopharmaceutical industry and global regulatory agencies, I’ll have access to the best speakers from around the world as they discuss the current challenges and issues that matter most to our field.

DIA’s *Pharmacovigilance and Risk Management Strategies Conference* will give me the foundation for strong strategic planning and practical decision-making in our pharmacovigilance programs. This year’s agenda will feature regulators from the US, EU, and other global regions providing the context and thinking behind evolving requirements and will include valuable Q&A opportunities.

Numerous attendees with intermediate to advanced knowledge of clinical safety, and who are involved in a wide variety of occupations–from pharmacovigilance and regulatory affairs, to risk management and post-market studies with real world evidence generation–will attend and present at this event. I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with immediate workplace applications, and will have access to the exhibit hall, where vendors will feature their latest innovative solutions and services.

This conference also offers Continuing Education Credits and numerous sessions will cover interest areas that include:

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

* Biotechnology
* Comparative Effectiveness/Health Technology Assessment
* Clinical Safety/Pharmacovigilance
* Clinical Research
* eClinical
* Good Clinical Practice
* Medical Communications
* Medical Devices and Diagnostics
* Medical Science Liaison
* Outsourcing
* Pharmacology
* Patient Engagement
* Regulatory Affairs
* Research and Development
* Real World Evidence
* Risk Evaluation and Mitigating Strategies
* Risk Management
* Study Endpoints/Clinical Outcome Assessments
* Statistics

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: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2020/01/pharmacovigilance-and-risk-management-strategies-conference/hotel-information) ***for the room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through December 5** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $700 | $950 |
| Government (Full Time) | $700 | $950 |
| Industry | $1525 | $1675 |
| **Advance Rates Through January 9** | | |
| Academic/Charitable/Non-Profit (Full Time) | $775 | $1025 |
| Government (Full Time) | $775 | $1025 |
| Industry | $1600 | $1850 |
| **Standard Rates Beginning January 10** | | |
| Academic/Charitable/Non-Profit (Full Time) | $850 | $1100 |
| Government (Full Time) | $850 | $1100 |
| Industry | $1675 | $1925 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Pharmacovigilance and Risk Management Strategies 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,