**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Medical Affairs and Scientific Communications Forum,* 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 *Medical Affairs and Scientific Communications Forum,* March 22-24, This is a virtual event

This forum brings together global regulators, industry, and academic researchers to engage in a series of strategic discussions on the optimization of the efficient use of regulatory information. With four tracks and daily health authority plenary sessions, I will engage in discussions with key stakeholders and gain an even more comprehensive view of content and regulatory information management and submissions.

DIA’s *Medical Affairs and Scientific Communications Forum* provides the greatest opportunity to meet with people Made up of multiple general and breakouts sessions within three tracks covering medical communications, medical writing, and medical science liaisons, you can pick and choose which sessions to attend and create your own unique forum.

Numerous attendees, including business and technology professionals, industry officials, those involved in the medical affairs professionals, by medical affairs professionals. This forum provides a comprehensive understanding of the regulatory and compliance environment directly affecting the daily activities of medical affairs and scientific communication professionals.

This forum also offers Continuing Education Credits through the International Association for Continuing Education and Training (IACET). Numerous sessions will cover interest areas, including:

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

* Medical Communications
* Medical Writing
* Medical Science Liaisons
* Medical Information
* Medical Call Center Environment
* Regulatory Affairs
* Clinical Research
* Professional Education, Training, and Development
* Document Management/eSubmissions

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

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through December 17** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $550 | $805 |
| Government (Full Time) | $550 | $805 |
| Industry | $1225 | $1475 |
| **Advance Rates Through January 22** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $630 | $880 |
| Government (Full Time) | $630 | $880 |
| Industry | $1375 | $1625 |
| **Standard Rates Beginning January 23** |  |  |
| Academic/Charitable/Non-Profit (Full Time) | $705 | $705 |
| Government (Full Time) | $705 | $705 |
| Industry | $1450 | $1700 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Medical Affairs and Scientific Communications Forum,* 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,