**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Latin America Medical Information and Communication Workshop,* 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 *Latin America Medical Information and Communication Workshop* brings together a global community of professionals at all levels, all with a common goal of providing a comprehensive understanding of the regulatory and compliance framework in Latin America for medical affairs and scientific communication professionals. DIA’s *Latin America Medical Information and Communication Workshop* 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, speakers have hands-on experience in the region, and will share their successes and best practices in effective communication of medical information.

While attending DIA’s *Latin America Medical Information and Communication Workshop*, 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 Medical Communications field.

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

• Medical Information

• Medical Communications

• Medical and scientific affairs

• Medical Call Center Environment

• Regulatory Affairs

• Professional Education, Training, and Development

I am seeking your support in attending DIA’s *Latin America Medical Information and Communication Workshop.*The registration fees, travel expenses, and per diem are estimated below.

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Standard Rates Beginning Date** | | |
| Academic/Charitable/Non-Profit (Full Time) | $375 | $375 |
| Government (Full Time) | $375 | $375 |
| Industry | $375 | $375 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Latin America Medical Information and Communication Workshop,* 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,