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

I would like to attend the *Biosimilars Conference*, October 6-7.

This conference brings together a global community of professionals at all levels, all with a common goal of increasing access to safe, effective, and cost effective biological treatment options for patients. The *Biosimilars 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, They’ll apply the newest thinking and relevant learnings from global regions to build strategies for continuing the growth of the biosimilars market and bringing these important biologic therapies – and cost savings - to patients.

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 Biosimilars field.

This conference also offers Continuing Education Credits and numerous sessions covering various interest areas including:

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

* Discuss current developments in regulatory and scientific issues and their impact on development, manufacturing, access, and uptake of biosimilars and interchangeable products
* Discuss imperative and progress in streamlining biosimilar development
* Describe the US reimbursement and pricing landscape and its impact on market uptake and sustainability of biosimilars and interchangeable biological products
* Examine current prescriber and patient confidence and patterns of biosimilar use, and education efforts that have been successful in increasing literacy on these products
* Describe relevant international developments influencing patterns of biosimilar uptake globally
* Discuss new product targets for biosimilar development
* Explore the nature of the US biosimilars landscape in the next 5 years, and how equilibrium will be defined
* Describe the status of biosimilar product development, availability, and uptake in the US

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 11** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $635 | $859 |
| Government (Full Time) | $635 | $929 |
| Industry | $1339 | $1629 |
| **Advance Rates Through September 8** | | |
| Academic/Charitable/Non-Profit (Full Time) | $699 | $859 |
| Government (Full Time) | $699 | $929 |
| Industry | $1469 | $1699 |
| **Standard Rates Beginning September 9** | | |
| Academic/Charitable/Non-Profit (Full Time) | $769 | $995 |
| Government (Full Time) | $769 | $995 |
| Industry | $1539 | $1769 |

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

Thank you for taking the time to review this proposal. By attending the *Biosimilars 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,