**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Advertising and Promotion Regulatory Affairs 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 *Advertising and Promotion Regulatory Affairs Conference,* March 8-10, this is a virtual event

This conference brings together industry, legal, public affairs, and government representatives to explore the current state of compliance for marketing both pharmaceuticals and medical devices. It features plenary sessions with interactive dynamics, where I will engage in discussions with key stakeholders and regulators about the latest information on guidance policies, enforcement actions, and future directions of industry hot topics (e.g. pre-approval activities, labeling strategies, and social media tactics).

DIA’s *Advertising and Promotion Regulatory Affairs Conference* will provide the greatest opportunity to meet with early- and late-career professionals in pursuit of understanding of current regulatory policies, knowledge of the latest strategies for effective patient engagement, and discussion of trends in advertising for biopharmaceuticals, combination products, and companion diagnostics. Perhaps most importantly, this year’s agenda features updates directly from the FDA’s Medical Product Offices, with valuable Q&A time!

Numerous attendees, including those involved in regulatory affairs, marketing, communications, compliance, medical information, legal, and senior management will attend and present at this event. You will have the opportunity to network with key thought leaders from the FDA, industry, and other regulatory practitioners, while simultaneously discussing the challenges and opportunities of marketing pharmaceuticals and medical devices today.

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

* Advertising and Promotion
* Clinical Safety/Pharmacovigilance
* Marketing/Advertising
* Medical Communications
* Medical Writing
* Public Policy, Health Care, Compliance Law
* Public Policy/Law/Corporate Compliance
* Patient Engagement
* Regulatory Affairs

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 January 12** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $600 | $850 |
| Government (Full Time) | $600 | $850 |
| Industry | $1325 | $1575 |
| **Advance Rates Through February 9** | | |
| Academic/Charitable/Non-Profit (Full Time) | $650 | $925 |
| Government (Full Time) | $650 | $925 |
| Industry | $1400 | $1650 |
| **Standard Rates Beginning February 14** | | |
| Academic/Charitable/Non-Profit (Full Time) | $750 | $1000 |
| Government (Full Time) | $750 | $1000 |
| Industry | $1475 | $1725 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Advertising and Promotion Regulatory 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,