**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the** [**Clinical Trial Regulation Conference**](https://www.diaglobal.org/en/conference-listing/meetings/2021/11/clinical-trial-regulation-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 needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend the [Clinical Trial Regulation Conference](https://www.diaglobal.org/en/conference-listing/meetings/2021/11/clinical-trial-regulation-conference) taking place on 01-02 December 2021 virtually.

This conference will focus on the differences between the present and new requirements for managing clinical trials in the face of forthcoming changes, including the new EU clinical trials Regulation but also conducting novel complex innovative design trials. Regulators and other decision-makers, together with various experts in the field, will debate how the new legislation will impact the processes for the design, submission and approval, and managing European clinical trials in the future.

**My learnings objectives:**

* Understand the impact of the new requirements on running clinical trials in Europe along with the practical and operational considerations for implementation by authorities and clinical trial sponsors
* Identify the opportunities and consider how to overcome the key challenges of the requirements particularly for novel clinical trial approaches
* Leverage insights on how companies and research institutions are fine-tuning and optimising processes to meet the requirements of the Clinical Trials Regulation
* Exchange views between regulators and other decision-makers, clinical trial sponsors, patients, and other stakeholders

**Who will I meet:**

* Regulatory agencies (assessors, reviewers, inspectors)
* Sponsors of non-commercial clinical trials
* The pharmaceutical industry and contract research organisations, including:

 - Regulatory affairs personnel in clinical research
 - Professionals in charge of clinical trial strategy
 - Regulatory intelligence and policy professionals
 - Change managers for clinical trials business processes
 - Clinical research professionals working with submission, data, information sharing
 - Clinical safety professionals

I am seeking your support in attending this meeting. The registration fee is listed below.

**<Insert the registration rate applicable to you from** [**here**](https://www.diaglobal.org/en/conference-listing/meetings/2021/11/clinical-trial-regulation-conference/register#showcontent)**>**

Thank you for taking the time to review this proposal. By attending the Clinical Trial Regulation 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,

**<Your name>**