**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Global Clinical Trial Disclosure and Data Transparency 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 *Global Clinical Trial Disclosure and Data Transparency Conference,* September 13-14, 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 *Global Clinical Trial Disclosure and Data Transparency Conference* will provide the greatest Clinical trial information transparency is taking on new dimensions. Clinical trial sponsors and academia are facing a host of new registration requirements in the US, EU, and elsewhere.

Numerous attendees, including those involved in regulatory affairs, marketing, communications, compliance, medical information, legal, and senior management will attend and present at this event. With evolving requirements comes new challenges, creating additional opportunities for knowledge-sharing and necessitating more interaction with peers. This conference will provide critical and timely information relating to global clinical trial disclosure and data transparency from those on the front lines.

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

* Clinical Data Management
* Clinical Data Management/eClinical
* Clinical Research
* Information Technology/e-Business
* Marketing/Advertising
* Medical Communications
* Medical Devices and Diagnostics
* Medical Writing
* Patient Engagement
* Regulatory Affairs
* Research & Development
* Study Endpoints/Clinical Outcomes Assessments
* Statistics

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) | $475 | $725 |
| Government (Full Time) | $475 | $725 |
| Industry | $995 | $1145 |
| **Advance Rates Through February 9** | | |
| Academic/Charitable/Non-Profit (Full Time) | $625 | $875 |
| Government (Full Time) | $625 | $875 |
| Industry | $1195 | $1345 |
| **Standard Rates Beginning February 14** | | |
| Academic/Charitable/Non-Profit (Full Time) | $775 | $1025 |
| Government (Full Time) | $775 | $1025 |
| Industry | $1395 | $1545 |

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

Thank you for taking the time to review this proposal. By attending DIA’s *Global Clinical Trial Disclosure and Data Transparency 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,