**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *DIA Canadian Annual Meeting,* 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 *DIA Canadian Annual Meeting*, October 19-21, Virtual Event.

This meeting will deliver a comprehensive overview of the current biopharma and device landscape in Canada, while sharing insights into Canada’s broader role in global healthcare product development The *DIA Canadian Annual Meeting* provides you with policy updates and priorities shared directly from Health Canada, to sessions on international work sharing and partnerships to key regulatory and clinical considerations for drugs and devices, you will have the exclusive opportunity to address the current issues and opportunities in Canada and across the globe.

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, this year’s program, biopharmaceutical and regulatory agency experts will engage with the audience on topics such as Health Canada and global regulatory updates, impact of the pandemic crisis on pharmacovigilance, regulatory flexibility, signal detection, GVP inspections of foreign MAHs, and foreign notifications. While attending this meeting I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with real world applications. key stakeholders from the drug/device and Patient Self Care industries, regulatory agencies, and academia, this meeting will discuss and analyze the relevant challenges and opportunities for professionals working in the field in Canada.

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

* Clinical Data & Management
* Clinical Data Management/eClinical
* Clinical Safety/Pharmacovigilance
* Clinical Research
* Document Management/eSubmissions
* Medical Communications
* Outsourcing
* Project Management
* Outsourcing
* Public Policy/Law/Corp. Compliance
* Quality Assurance, Control
* Regulatory Affairs
* Research & Development
* Statistics

I am seeking your support in attending this meeting. The registration fees, travel expenses, and per diem are estimated below.

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through August 26** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $475 | $725 |
| Government (Full Time) | $475 | $875 |
| Industry | $995 | 1145 |
| **Advance Rates Through September 23** | | |
| Academic/Charitable/Non-Profit (Full Time) | $625 | $875 |
| Government (Full Time) | $625 | $875 |
| Industry | $1195 | $1345 |
| **Standard Rates Beginning September 24** | | |
| 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 the *DIA Canadian Annual Meeting*, 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,