**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the *Diagnostics and Personalized Medicine 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 *Diagnostics and Personalized Medicine Conference*, December 8 – 9, this is a virtual event.

This conference brings together a global community of professionals at all levels, all with a common goal of Diagnostics are important for the detection and prevention of disease, determination of treatment effectiveness, and improvement in overall health outcomes. The *Diagnostics and Personalized Medicine 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, we can expect a growing need for clarity regarding regulatory submissions. For example, the co-development of a companion diagnostic to identify patients that will benefit from a new innovative treatment may present a regulatory challenge for companies wanting to bring them to market simultaneously via an accelerated approval pathway.

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 Diagnostic and Personalized Medicine R&D field.

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

* Diagnostic and Personalized Medicine R&D
* Combination Product R&D
* Business Development
* Clinical Research
* CMC
* eClinical
* Legal, Government Affairs
* Policy
* Quality Assurance and Control
* Regulatory Affairs, Regulatory Operations
* Research and Development
* Submissions
* Biotechnology

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 10/14** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $475 | $1,145 |
| Government (Full Time) | $475 | $725 |
| Industry | $995 | $725 |
| **Advance Rates Through 11/11** | | |
| Academic/Charitable/Non-Profit (Full Time) | $625 | $875 |
| Government (Full Time) | $625 | $875 |
| Industry | $1,195 | $1345 |
| **Standard Rates Beginning 11/12** | | |
| Academic/Charitable/Non-Profit (Full Time) | $775 | $1,025 |
| Government (Full Time) | $775 | $1,025 |
| Industry | $1,395 | $1,545 |

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

Thank you for taking the time to review this proposal. By attending the *Diagnostics and Personalized Medicine 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,