**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the *Risk Management in Combination Product Development,* 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 *Risk Management in Combination Product Development*, October 13 – 14, this is a virtual event.

This meeting brings together a global community of professionals at all levels, all with a common goal of combination products can advance patient therapy by combining and utilizing innovative technologies to deliver treatment. The *Risk Management in Combination Product Development* 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. Properly conceived, risk management offers a holistic framework and process to identify and address the full sweep of considerations for development, efficacy, as well as safety investigation, manufacturing, and the safety and efficacy of post-marketing changes. However, risk management may be complicated by the challenges of managing the regulatory expectations within and across jurisdictions, and the complexity of applying multiple guidance’s from pharmaceutical and device development to the combination product.

While attending this meeting, 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 Risk Management in Combination Product Development field.

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

* Biotechnology
* CMC
* Combination Products
* CMC/GMP
* Patient Engagement
* Clinical Research
* Medical Devices and Diagnostics
* Public Policy/Law/Corp. Compliance
* Quality Assurance, Control
* Regulatory Affairs
* Research & Development
* Strategic Planning
* Submissions

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 7/29** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $475 | $1,145 |
| Government (Full Time) | $475 | $725 |
| Industry | $995 | $725 |
| **Advance Rates Through 8/26** |
| Academic/Charitable/Non-Profit (Full Time) | $625 | $875 |
| Government (Full Time) | $625 | $875 |
| Industry | $1,195 | $1345 |
| **Standard Rates Beginning 8/27** |
| 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 *Risk Management in Combination Product Development*, 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,