**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending DIA’s *Advanced Therapies: Innovations in CMC 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 *DIA’s Advanced Therapies: Innovations in CMC Conference*, November 9-10, Virtual Event.

This conference will deliver a comprehensive overview of Innovations in the development of advanced therapies have yielded new and dynamic solutions for the prevention and treatment of diseases where none existed previously. The Advanced Therapies: Innovations in CMC 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, I will have access to Leveraging advances in technology as well as accelerations in development due to the pandemic will enable us to help bring even more products to market.

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 CMC field.

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

* Biotechnology
* CMC
* CMC/GMP
* Manufacturing
* Nonclinical
* Quality Assurance, Control
* Regulatory Affairs
* Research & Development
* Rare, Orphan Diseases
* Validation

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 September 16** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $475 | $725 |
| Government (Full Time) | $475 | $875 |
| Industry | $995 | 1145 |
| **Advance Rates Through October 21** | | |
| Academic/Charitable/Non-Profit (Full Time) | $625 | $875 |
| Government (Full Time) | $625 | $875 |
| Industry | $1195 | $1345 |
| **Standard Rates Beginning October 22** | | |
| 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’s Advanced Therapies: Innovations in CMC 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,