**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the *Master Protocols and Complex Innovative Design,* 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 *Master Protocols and Complex Innovative Design*, November 4-5, Virtual Conference

This conference brings together a global community of professionals at all levels, all with a common goal of the evolution of clinical trial designs has accelerated since the onset of the pandemic to meet patient and logistical need. The *Master Protocols and Complex Innovative Design* 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, DIA’s Master Protocol and Complex Innovative Designs Meeting will bring together a truly multidisciplinary group of experts in clinical trial planning, execution, and analysis to share and discuss both the common and unique challenges and opportunities in the adoption of master protocols and complex innovative design.

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 innovation in clinical trial designs field.

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

* Clinical Data Management
* Clinical Data Management/eClinical
* Clinical Research
* Good Clinical Practice
* Patient Engagement
* Research & Development
* Rare, Orphan Diseases
* Strategic Planning
* 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 8/12** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $575 | $825 |
| Government (Full Time) | $425 | $675 |
| Industry | $1275 | $1525 |
| **Advance Rates Through 9/09** | | |
| Academic/Charitable/Non-Profit (Full Time) | $650 | $900 |
| Government (Full Time) | $500 | $750 |
| Industry | $1350 | $1600 |
| **Standard Rates Beginning 9/10** | | |
| Academic/Charitable/Non-Profit (Full Time) | $725 | $975 |
| Government (Full Time) | $575 | $825 |
| Industry | $1425 | $1675 |

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

Thank you for taking the time to review this proposal. By attending the *Master Protocols and Complex Innovative Design*, 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,