**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s in-person Medical Affairs and Scientific Communications Forum March 21-23, 2022 in Orlando, FL.

This Forum is designed for medical affairs professionals, by medical affairs professionals, to give a comprehensive understanding of the regulatory and compliance environment affecting the daily activities of medical affairs and scientific communication professionals. The Forum is comprised of multiple general and breakouts sessions within three tracks covering medical communications, medical writing, and medical science liaisons. The Forum also includes Podium Pearls on best practices, poster sessions, an exhibit hall, round table discussions, and access to watch on demand for up to two months after, allowing me to further my education by reviewing key sessions past the live conclusion. To top it off, this meeting offers ACPE credit!

DIAis dedicated to providing a safe event experience for all participants and others involved. DIA has made the decision that all participants at in-person DIA Meetings, Workshops, Forums, and Conferences, whether a presenter, attendee, exhibitor, staff, guest, or vendor will be required to be fully vaccinated.  DIA intends to follow relevant laws, recommendations, and guidance provided by national, state and local health authorities. In the United States, DIA will follow the guidance of the US Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or the state, county, and local health authorities where the meeting is being hosted.

I am seeking your support in attending this Forum. The registration fees are estimated below.

Registration Fee: **<$XXX> (See Below)**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through 01/21/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $729 | $979 |
| Government (Full Time) | $729 | $979 |
| Industry | $1,625 | $1,875 |
| **Advance Rates Through 02/18/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $804 | $1,054 |
| Government (Full Time) | $804 | $1,054 |
| Industry | $1,700 | $1,950 |
| **Standard Rates Beginning 02/19/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $954 | $1,204 |
| Government (Full Time) | $954 | $1,204 |
| Industry | 1,850% | $2,100 |

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

Thank you for taking the time to review this proposal. By attending DIA’s Medical Affairs and Scientific Communications Forum, I will be able to further develop my skills, knowledge, and network to benefit my career, colleagues, and **<insert name of your organization here>**.

Sincerely,