**<Date>**

Dear <**Supervisor’s name>,**

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

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, and round table discussions. Additionally, I will be able to virtually attend the exhibit hall, round tables, and an open community meeting.

The benefits of this virtual forum are that there is no travel involved at all, therefore decreasing the time commitment and expense. However, I will still have live access to all session speakers and will be able to interact in real time to ask questions. If a session is missed, all sessions are being recorded and will be available for two months post-meeting.

I am seeking your support in attending this virtual 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 Virtual 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,