**In-Person Justification Letter**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s in-person Regulatory Submissions, Information, and Document Management Forum February 14 - 16, 2022 in Bethesda, Maryland.

This Forum provides multiple opportunities for networking, knowledge sharing, and education from industry and regulatory stakeholders working across the scope of regulatory information to examine current and evolving data standards and requirements and effective regulatory information management approaches to align related systems. The Forum presents four tracks: Regulatory Informatics Business, Regulatory Informatics Technology, Electronic Regulatory Submissions (ERS), and Electronic Document Management (EDM). Additionally, I will be able to network in the exhibit hall, attend the round tables, and an open community meeting. The in-person forum also includes digital benefits post-meeting. Access to all session recordings will be available to registered attendees for two months.

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 12/17** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $759 | $1,009 |
| Government (Full Time) | $759 | $1,009 |
| Industry | $1,649 | $1,899 |
| **Advance Rates Through 1/14** | | |
| Academic/Charitable/Non-Profit (Full Time) | $834 | $1,084 |
| Government (Full Time) | $834 | $1,084 |
| Industry | $1,724 | $1,974 |
| **Standard Rates Beginning 1/15** | | |
| Academic/Charitable/Non-Profit (Full Time) | $984 | $1,234 |
| Government (Full Time) | $984 | $1,234 |
| Industry | $1,874 | $2,124 |

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

Thank you for taking the time to review this proposal. By attending the DIA’s in-person Regulatory Submissions, Information, and Document Management 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,