**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s Virtual Regulatory Submissions, Information, and Document Management Forum Feb. 14 - 16, 2022.

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 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 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 Virtual 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,