**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s Virtual Global Pharmacovigilance and Risk Management Conference January 24-26, 2022.

This Conference provides the foundation for strong strategic planning and practical decision-making in pharmacovigilance programs. Developed by recognized experts from the biopharmaceutical industry and global regulatory agencies, the conference provides the background, context, and opportunities to discuss current challenges and to problem-solve around issues that matter most to professionals working in the field.

For this year’s program, I will hear from stakeholders from medicines research, global regulation, and healthcare as they analyze the challenges for safety and pharmacovigilance efforts in this uncertain environment and examine effective strategies for addressing gaps and needs. We will also explore new approaches and collaborations that build on the foundation of sound pharmacovigilance principles to optimize safety and pharmacovigilance practice and ensure safe medicines for patients. Additionally, I will be able to network in the exhibit hall and receive ACPE credit! The in-person conference 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 Conference. The registration fees are estimated below.

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through 12/01/2021** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $849 | $1,099 |
| Government (Full Time) | $849 | $1,099 |
| Industry | $1,799 | $2,049 |
| **Advance Rates Through 01/07/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $924 | $1,174 |
| Government (Full Time) | $924 | $1,174 |
| Industry | $1,874 | $2,124 |
| **Standard Rates Beginning 01/08/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $1,1074 | $1,324 |
| Government (Full Time) | $1,074 | $1,324 |
| Industry | $2,024 | $2,274 |

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

Thank you for taking the time to review this proposal. By attending DIA’s in-person Global Pharmacovigilance and Risk Management Conference, 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,