Dear <**Supervisor’s name>,**

I would like to attend DIA’s in-person Oligonucleotide-Based Therapeutics Conference April 25-27, 2022 in Bethesda, Maryland.

This Conference brings together leading experts to inform, educate, and share advancements in oligonucleotide-based therapeutic product development. Developed collaboratively by regulators, industry professionals, and academics, the program covers a wide range of topics from the nonclinical, CMC, and clinical areas. The conference offers a unique experience with multiple perspectives presented, and the opportunity to interface with regulators from around the globe. Additionally, the in-person experience allows me to connect in real time via round tables, an open community meeting, and more.

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 02/25/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | N/A | $585 |
| Government (Full Time) | N/A | $424 |
| Industry | N/A | $1,399 |
| **Advance Rates Through 03/25/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | N/A | $660 |
| Government (Full Time) | N/A | $499 |
| Industry | N/A | $1,474 |
| **Standard Rates Beginning 03/28/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | N/A | $810 |
| Government (Full Time) | N/A | $649 |
| Industry | N/A | $1,624 |

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

Thank you for taking the time to review this proposal. By attending DIA’s Oligonucleotide-Based Therapeutics 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,