**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s virtual 2022 Latin America Regulatory Conference March 14-16, 2022.

This conference will connect me to global regulators, industry, and academic to engage in a series of strategic discussions surrounding the current regulatory landscape, globalization, and harmonization initiatives in Latin America. Sessions will highlight regulatory approaches and good practices to ensure reliance in Latin American and strategic initiatives to improve collaboration and cooperation.

The benefits of this virtual meeting 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, allowing me to further my education by reviewing key sessions past the live conclusion of the conference.

I am seeking your support in attending this virtual conference. The registration fees are estimated below.

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through 01/14/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $675 | $925 |
| Government (Full Time) | $475 | $725 |
| Industry | $1,099 | $1,349 |
| **Advance Rates Through 02/11/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $750 | $1,000 |
| Government (Full Time) | $550 | $800 |
| Industry | $1,174 | $1,424 |
| **Standard Rates Beginning 02/12/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $900 | $1,150 |
| Government (Full Time) | $700 | $950 |
| Industry | $1,324 | $1,574 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s virtual 2022 Latin America Regulatory 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,