**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s virtual Biostatistics Industry and Regulator Forum April 6-8, 2022.

This open Forum addresses the statistical issues associated with the development and review of therapeutic drugs, biologics, devices, combination, and other medical products. We will discuss timely topics of mutual theoretical and practical interest to statisticians and clinical trialists and focus on the regulatory and statistical challenges associated with innovative approaches to the design, analysis of clinical trials data, and how to measure the progress with the implementation of innovative solutions.

This Forum was created to advance the dialogue between industry, regulatory agencies, and academia around policy, regulation, development, and review of medical products in the context of today’s scientific and regulatory environments. The program is developed collaboratively by FDA, industry, and academic experts who team up to ensure that each session brings all stakeholder perspectives to the discussion.

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.

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 02/09/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | N/A | $625 |
| Government (Full Time) | N/A | $375 |
| Industry | N/A | $1,199 |
| **Advance Rates Through NA** | | |
| Academic/Charitable/Non-Profit (Full Time) | N/A | N/A |
| Government (Full Time) | N/A | N/A |
| Industry | N/A | N/A |
| **Standard Rates Beginning 02/10/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | N/A | $775 |
| Government (Full Time) | N/A | $525 |
| Industry | N/A | $1,349 |

Student Rate Early Bird: $400

Student Rate: $400

Patient/Patient Advocate Rate Early Bird: $400  
Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s virtual Biostatistics Industry and Regulator 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,