**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s ***Global Pharmacovigilance and Risk Management Strategies Conference*** held on February 6-8, 2023 in Bethesda, MD. This conference will connect me with regulatory and biopharma leaders from all around the world to explore problem-solving strategies in today’s global context.

This in-person event will allow direct connection with a multidisciplinary group of inspiring leaders and professionals engaged in pharmacovigilance, risk and safety management, medical research, and beyond.

I’ll be able to expand my knowledge with the benefit of global perspectives, case study workshops, and interactive discussion sessions. I also look forward to the face-to-face networking opportunities with industry experts and professionals to further expand my growth and learning.

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through 12/12/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $905 | $1255 |
| Government (Full Time) | $905 | $1255 |
| Industry | $1915 | $2265 |
| **Advance Rates Through 1/9/2023** | | |
| Academic/Charitable/Non-Profit (Full Time) | $1030 | $1380 |
| Government (Full Time) | $1030 | $1380 |
| Industry | $2040 | $2390 |
| **Standard Rates Beginning 1/10/2023** | | |
| Academic/Charitable/Non-Profit (Full Time) | $1330 | $1680 |
| Government (Full Time) | $1330 | $1680 |
| Industry | $2340 | $2690 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the ***Global Pharmacovigilance and Risk Management Strategies 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,