**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s ***Regulatory Submissions, Information, and Document Management (RSIDM) Forum*** February 12-14 in North Bethesda, MD. This forum will connect me with regulatory and biopharma leaders from all around the world to explore problem-solving strategies in today’s global context.

We will hear from industry and regulatory stakeholders working across the scope of regulatory information to examine current and evolving data standards and requirements and effective regulatory information management approaches to align related people, processes, and technology. New for 2024, the forum brings a refreshed set of tracks and focus areas, equipping attendees with invaluable insights on how to build and sustain successful RSIDM foundations, optimize current processes and procedures, adopt innovative technologies, and achieve regulatory excellence. This forum provides multiple opportunities for networking, knowledge sharing, and education for both business and technology-focused attendees at all levels.

I’ll be able to expand my knowledge with the benefit of global perspectives, regulatory insights, 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.

The full impressive agenda can be [viewed here](https://www.diaglobal.org/en/conference-listing/meetings/2024/02/regulatory-submissions-information-and-document-management-forum/agenda#showcontent).

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Standard Rates Beginning 1/13/2024** | | |
| Academic/Charitable/Non-Profit (Full Time) | $1235 | $1585 |
| Government (Full Time) | $1235 | $1585 |
| Industry | $2195 | $2545 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the ***Regulatory Submissions, Information, and Document Management 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,