**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the *DIA Annual Canadian Meeting,* how they will make you a better employee and help advance your organization.**

**This general template will get you started while allowing you to customize it to you and your organization's particular needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend the *DIA Annual Canadian Meeting*, November 5-6, in Gatineau, QU, Canada.

This meeting brings together a global community of professionals at all levels to address the current issues and opportunities in Canada and across the globe and discuss and analyze the relevant challenges and opportunities for professionals working in the field in Canada. The *DIA Annual Canadian Meeting* provides the greatest opportunity to meet with people from around the world, share views and knowledge, network, and build new relationships.

Numerous attendees, including industry professionals, clinicians, patient representatives, and regulatory agency representatives from around the globe, will attend and present at this event. In addition, I will have access to the exhibit hall where vendors will feature their latest innovative solutions and services.

While attending this meeting, I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with real world applications. I will also have the unique ability to network with a variety of top experts.

This meeting also offers Continuing Education Credits and numerous sessions covering various interest areas including:

**<select interest areas applicable to you>**

* Clinical Safety and Pharmacovigilance
* Clinical Data Management
* Comparative Effectiveness
* Document Management
* Outsourcing
* Public Policy
* Medical Communication
* Patient Engagement
* Clinical Research
* Project Management and Strategic Planning
* R&D
* Regulatory Affairs
* Statistics
* Professional Development

I am seeking your support in attending this meeting. The registration fees, travel expenses, and per diem are estimated below.

Roundtrip Airfare: **<$XXX>**  
Ground Transportation: **<$XXX>**   
Hotel: **<$XXX>** [*Click here*](https://www.diaglobal.org/en/conference-listing/meetings/2019/11/dia-annual-canadian-meeting/hotel-information) ***for the*** *DIA Annual Canadian Meeting* ***room block, room rates, and available concessions.***Meals (continental breakfast and lunch are provided in the registration fee): **<$XXX>**  
Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through September 12** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $689 | $939 |
| Government (Full Time) | $689 | $939 |
| Industry | $1509 | $1759 |
| **Advance Rates Through October 10** | | |
| Academic/Charitable/Non-Profit (Full Time) | $764 | $1014 |
| Government (Full Time) | $764 | $1014 |
| Industry | $1584 | $1834 |
| **Standard Rates Beginning October 11** | | |
| Academic/Charitable/Non-Profit (Full Time) | $839 | $1089 |
| Government (Full Time) | $839 | $1089 |
| Industry | $1659 | $1909 |

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

Thank you for taking the time to review this proposal. By attending the *DIA Annual Canadian Meeting*, having the opportunity to develop my skills, gain knowledge, and establish key contacts will be a valuable investment for my profession, colleagues, and **<insert name of your organization here>.**

Sincerely,