**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s virtual Global Labeling Conference April 4-5, 2022.

This conferenceis designed for professionals, like myself, in medical product labeling and related disciplines to better develop and manage clear and accurate labeling information for the safe and effective use of prescription drugs, biologics, and medical devices. These efforts will help me continue to provide essential information needed by providers, patients, and payers to make decisions about product access, prescription, and use. The conference will cover influences including digital technology, patient centricity, evolving product classes, and changing regulations that require the use of informed, systematic approaches.

My registration also includes access to a forum for exchange among regulators and industry peers to update my knowledge of key local and global labeling policies and to examine the impact of changes on regulatory compliance. Most importantly, I will be able to attend interactive discussions with expert panels and peers to share approaches, processes, and tools to ensure the availability of effective labeling content. To top it off, this meeting offer ACPE credit!

DIAis dedicated to providing a safe event experience for all participants and others involved. DIA has made the decision that all participants at in-person DIA Meetings, Workshops, Forums, and Conferences, whether a presenter, attendee, exhibitor, staff, guest, or vendor will be required to be fully vaccinated. DIA intends to follow relevant laws, recommendations, and guidance provided by national, state and local health authorities. In the United States, DIA will follow the guidance of the US Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or the state, county, and local health authorities where the meeting is being hosted.

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

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

**Registration Fees**

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| --- | --- | --- |
| **Early Bird Rates Through 02/04/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $624 | $874 |
| Government (Full Time) | $625 | $949 |
| Industry | $1,199 | $1,449 |
| **Advance Rates Through 03/04/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $699 | $949 |
| Government (Full Time) | $699 | $949 |
| Industry | $1,274 | $1,524 |
| **Standard Rates Beginning 03/05/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $874 | $1,099 |
| Government (Full Time) | $874 | $1,099 |
| Industry | $1,424 | $1,674 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s Global Labeling 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,