**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend *DIA’s 2024 Global Labeling Conference* on March 14-15 in Arlington, VA. I will have the opportunity to network with key thought leaders from industry and regulatory agencies, to update my knowledge of key local and global labeling policies and to examine the impact of changes on regulatory compliance.

This conference is designed for professionals in medical product labeling and related disciplines as they work to develop and manage clear and accurate labeling information for the safe and effective use of prescription drugs, biologics, and medical devices. This conference provides a forum for exchange among regulators and industry peers to update their knowledge of key local and global labeling policies and to examine the impact of changes on regulatory compliance. Most importantly, through interactive discussions with expert panels and peer-to-peer exchange, participants will share approaches, processes, and tools to ensure the availability of effective labeling content meeting the needs of patients, consumers, and prescribers.

I’ll be able to e explore the current state of compliance for marketing both biopharmaceuticals and medical devices. 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**

|  |  |  |
| --- | --- | --- |
| **Standard Rates** | **Member Rate** | **Non-Member Rate** |
| Academic/Charitable/Non-Profit (Full Time) | $1140 | $1490 |
| Government (Full Time) | $1140 | $1490 |
| Industry | $1960 | $2310 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the ***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,