**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s 35th annual ***Medical Affairs and Scientific Communications Forum*** in Orlando, FL on March 6-8, 2024. This forum is the longest-running life sciences event covering three key tracks that impact my role: Medical Communication, Medical Writing, and Field Medical.

As an in-person event designed by and for medical affairs professionals, this forum provides a comprehensive understanding of the regulatory and compliance environment directly affecting the daily activities of medical affairs and scientific communication professionals. Made up of multiple general and breakouts sessions within three tracks covering medical communications, medical writing, and field medical I can pick and choose which sessions to attend and create my own unique forum. I’ll benefit from discussion around the latest best practices, participate in dissecting real-world examples with practical outcomes, and evaluate current applications of innovative technologies.

With these forum learnings, I’ll be able to bring that knowledge back to our organization to build effective frameworks for productive applications in medical affairs.

The full impressive agenda can be [viewed here](https://www.diaglobal.org/en/conference-listing/meetings/2024/03/medical-affairs-and-scientific-communications-forum/agenda).

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

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through 1/10** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $780 | $1130 |
| Government (Full Time) | $780 | $1130 |
| Industry | $1745 | $2095 |
| **Advance Rates Beginning 1/11 – 2/7**  | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $905 | $1255 |
| Government (Full Time) | $905 | $1255 |
| Industry | $1870 | $2220 |
| **Standard Rates Beginning 2/8** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $1205 | $1555 |
| Government (Full Time) | $1205 | $1555 |
| Industry | $2170 | $2520 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s ***Medical Affairs and Scientific Communications 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,