**<Date>**

Dear <**Supervisor’s name>,**

I’d like to request approval to attend DIA’s [***Real-World Evidence Conference***](https://www.diaglobal.org/Conference-Listing/Meetings/2024/10/Real-World-Evidence-Conference) at the Sheraton Philadelphia Downtown in Philadelphia, PA. This conference will connect me with academics, regulatory, and biopharma leaders from all around the world to explore problem-solving strategies in today’s global context.

DIA’s Real-World Evidence Conference will explore new, innovative applications of RWE, and deliver cutting-edge insights to leverage this knowledge to advance healthcare decision-making. 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 networking opportunities with industry experts, regulators, and professionals to further expand my growth and learning.

DIA is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. The total number of credits will be announced soon.

I am seeking your support in attending this conference. The registration fees are shown below and as you can see, registering at the Early Bird Rate would be most beneficial.

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird through 8/29**  | **Member Rates** | **Non-member Rates** |
| Academic/Charitable/Non-Profit (Full Time) | $715 | $1065 |
| Government (Full Time) | $715 | $1065 |
| Industry | $1535 | $1885 |

|  |  |  |
| --- | --- | --- |
| **Advance Pricing begins 8/30 – 9/26** | **Member Rates** | **Non-member Rates** |
| Academic/Charitable/Non-Profit (Full Time) | $840 | $1190 |
| Government (Full Time) | $840 | $1190 |
| Industry | $1660 | $2010 |

|  |  |  |
| --- | --- | --- |
| **Standard Pricing begins 9/27** | **Member Rates** | **Non-member Rates** |
| 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 attend DIA’s [***Real-World Evidence Conference***](https://www.diaglobal.org/Conference-Listing/Meetings/2024/10/Real-World-Evidence-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,