**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the** [**Medical Information and Communications Conference,**](https://www.diaglobal.org/en/conference-listing/meetings/2024/09/medical-information-and-communications-conference) **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 needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend the [**Medical Information and Communications Conference**](https://www.diaglobal.org/en/conference-listing/meetings/2024/09/medical-information-and-communications-conference) taking place on 24-25 September 2024, in London, United Kingdom.

This is a unique opportunity to engage in the sharing of good practices between industry representatives and seek the advice I need from regulators.

**Conference overview:**

The 2024 DIA Medical Information and Communications Conference is designed for medical information professionals and builds on a legacy of successful past editions, with a focus on improving customer experiences across various touchpoints with pharma/biotech companies. Through a diverse and enriching programme, practical sessions, and an exhibition, the conference offers a unique opportunity for dialogue, networking, and learning.

Explore effective strategies for partnering with both internal and external stakeholders while navigating the ever-evolving landscape of business, regulatory, and legal requirements. Gain valuable insights into the impact of digital technologies on information delivery and customer interactions. We’ll explore how automation, digital advancements, and real-world evidence can significantly improve communication with customers — all while adhering to relevant guidelines.

**By attending this conference, you will:**

* Understand how to improve Medical Information (MedInfo) for our customers and learn about patient/healthcare professionals focused initiatives.
* Learn about innovative content creation and web portal examples.
* Understand the value of internal and external partnerships.
* Learn about the evolution of the MedInfo structure, including in-house and outsourcing models, career development, and retention of talent.
* Understand the value of MedInfo in terms of return on investment and how to communicate/increase awareness of this value, internally and externally.
* Learn about new initiatives of AI/Technology use in MedInfo over the last 5 years, including AI Assistants/Digital Solutions, Automation, and Data Privacy.
* Understand compliance and regulations in the field.

I am seeking your support in attending this meeting. The registration fee is listed below.

**<Insert the registration rate applicable to you from** [**here**](https://www.diaglobal.org/en/conference-listing/meetings/2024/09/medical-information-and-communications-conference/register#showcontent)**>**

Thank you for taking the time to review this proposal. By attending the Medical Information and Communications Conference 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,  
**<Your name>**