**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the** [**DIA Health Technology Assessment (HTA) Forum**](https://www.diaglobal.org/en/conference-listing/meetings/2024/10/dia-health-technology-assessment-hta-forum)**, 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 [**DIA Health Technology Assessment (HTA) Forum**](https://www.diaglobal.org/en/conference-listing/meetings/2024/10/dia-health-technology-assessment-hta-forum)**,** taking place on 14-15 October 2024, in a face-to-face format, in Brussels, Belgium.

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

**The overview of the program:**

With the implementation of the EU HTA Regulation around the corner, this year’s DIA HTA Forum changed gears. While previous editions were focused on aligning opinions and sharing perspectives about the need and content of the HTA Regulation, the 2024 edition will be dedicated to pragmatic aspects of its implementation. With the attendance of HTA body representatives from various Member States, patient representatives and clinicians, this meeting will provide all stakeholders a space to discuss practical aspects of the HTA-R implementation and share their current learnings and viewpoint.

This Forum provides a neutral platform for the various stakeholders to discuss the several aspects that should be put into practice to create a successful European system that goes beyond the union of current national practices and focuses on the joint work and accomplishes the primary goal of the EU HTA Regulation – contributing to faster patient access.

**Key Topics:**

* HTA Regulation implementation: moving forward beyond implementing Acts.
* Building a new EU-level system: joint work, resourcing, and capacity.
* Evidence generation that can inform the decisions of all partners along the product lifecycle.
* Contributing to faster patient access.
* JCA: experience, expectations, and potential impact for evidence generation plans.
* JSA: overcoming challenges moving forward.
* Joint clinical assessment - how the engagement of stakeholders may support decision-making.
* PICO simulation case study – aligning values, differences, and solutions.

I am seeking your support in attending this meeting.

Thank you for taking the time to review this proposal. By attending the **DIA Health Technology Assessment (HTA) Forum** 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>**