**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend DIA’s 2022 Advertising and Promotion Regulatory Affairs Conference March 8-9, 2022 in Arlington, VA.

This conference explores the current state of compliance for marketing biopharmaceuticals and medical devices with thought leaders from industry, legal, public affairs, and government interacting in compelling discussions to shape policy and define strategic priorities within the advertising and promotion regulatory space.

This conference is geared towards early and late-career professionals like myself and provides content that advances the understanding of current regulatory policies, details the latest strategies for effective patient engagement, and discusses the trends in advertising for medical products. I will have the opportunity to network with key thought leaders from the FDA, industry, and other regulatory practitioners, while discussing the challenges and opportunities of marketing pharmaceuticals and medical devices. To top it off, this meeting offers ACPE credit!

DIAis dedicated to providing a safe event experience for all participants and others involved. DIA has made the decision that all participants at in-person DIA Meetings, Workshops, Forums, and Conferences, whether a presenter, attendee, exhibitor, staff, guest, or vendor will be required to be fully vaccinated. DIA intends to follow relevant laws, recommendations, and guidance provided by national, state and local health authorities. In the United States, DIA will follow the guidance of the US Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or the state, county, and local health authorities where the meeting is being hosted.

I am seeking your support in attending this conference. The registration fees are estimated below.

Registration Fee: **<$XXX> (See Below)**

**Registration Fees**

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| --- | --- | --- |
| **Early Bird Rates Through 01/12/2022** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $724 | $974 |
| Government (Full Time) | $724 | $974 |
| Industry | $1,589 | $1,839 |
| **Advance Rates Through 02/04/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $799 | $1,049 |
| Government (Full Time) | $799 | $1,049 |
| Industry | $1,664 | $1,914 |
| **Standard Rates Beginning 02/05/2022** | | |
| Academic/Charitable/Non-Profit (Full Time) | $949 | $1,199 |
| Government (Full Time) | $949 | $1,199 |
| Industry | $1,814 | $2,064 |

Student Rate: $400

Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending DIA’s Advertising and Promotion Regulatory Affairs 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,