**REMOVE/REPLACE all bold, red text as indicated in the notes below**

**[Date]**

Dear **[Supervisor’s Name]**,

I would like to attend the [15th Annual FDA / AdvaMed Medical Device Statistical Issues Conference](https://www.advamed.org/events/statistical-issues-conference/#overview), taking place from May 11-12, 2023 in Washington, D.C. Educational content at this conference, the only Statistical Issues event dedicated to medical devices, is developed by FDA and medical device industry professionals. Collective expertise regarding the recent and future developments of statistical methodology and practice in the evaluation of safe and effective products will be shared by more than 30 industry, academia and FDA participants. Many of the presentations are tailored to **[insert your primary function here – example: biostatisticians]** and provide rich information on **[insert key topics here – example:** **external evidence in the evaluation of medical devices]**. I am seeking approval for the conference registration fee and related travel expenses.

After reviewing the conference information provided on [AdvaMed’s website](https://www.advamed.org/events/statistical-issues-conference/#agenda), I have identified numerous sessions which will allow me to gain knowledge and understanding about how we can improve our **[insert desired text here]**.

* **[Insert a few of the sessions and descriptions which most apply to your responsibilities.]**
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Should you require additional information on the types of sessions one can expect from the conference, a recording from last year’s conference has been made available [here](https://www.advamed.org/events/statistical-issues-conference/#2022-session-recordings).

***[The numbers in the brackets below will need to be adjusted to reflect your*** [***registration category***](https://www.advamed.org/events/statistical-issues-conference/#pricing-and-accommodations) ***(member, non-member, Accel member, etc.). Travel costs will vary as well and should be changed to reflect your needs.]***

The full price for my conference registration is **[$\_\_\_]**. *Please note, this figure can be reduced by 10% if we send two additional participants.*

**[Insert your travel costs numbers below.]**

Below is a comprehensive breakdown of associated costs:

* Transportation: **$**
* Hotel: $359/night **[AdvaMed rate at the Grand Hyatt]**
* Meals: (*Breakfast and Lunch are included in conference registration price)*
* Conference Registration Fee: **$**
* Total Anticipated cost, including registration: **$**

The opportunity for me to gain critical knowledge and make key connections within our field makes my attendance at the 15th Annual FDA/AdvaMed Medical Device Statistical Issues Conference a valuable investment, which will serve to benefit **[insert company/organization name]**’s broader goals.

Sincerely,

**[Your Name Here]**