**Subject: Request to Participate in the On Demand Conference - 2020 PDA Annual Meeting**

Dear [Decision-maker],

I would like to request approval to attend the **On Demand Conference - 2020 PDA Annual Meeting**: 01 January, 2020, .

It would be beneficial for me to attend this event because **On Demand Conference - 2020 PDA Annual Meeting** provides an opportunity for obtaining the latest and most comprehensive information on a broad range of topics related to product and process development, manufacturing, supply chain, and quality, delivered over three days of engaging plenary and breakout sessions. Moreover, the meeting offers multiple opportunities for learning, networking, and benchmarking with respect to innovation and continuous improvement. For more information on specific sessions and speakers, please explore the latest conference agenda, which can be found at <https://www.pda.org/global-event-calendar/event-detail/2020-pda-annual-meeting>.

While the agenda is still in development, these are some of the session topics that will be covered:

In addition, my attendance will allow me to:

**Keep up with the latest innovations and regulatory updates** – This is a time of unprecedented innovation and development. I will find out what this change means for the industry and regulatory authorities, and I will bring back insight into how to better serve patients through my work. The program will be looking at breakthrough designations, modernization of facilities, leveraging data solutions, and ATMPs.

**Invest in my Future** – This Conference is an opportunity to build interdisciplinary professional connections while staying up to date on trends and research in the industry. I will get the chance to meet vendors, suppliers, and consultants in the virtual Exhibit Hall featuring dozens of exhibitors, and to potentially find solutions that could benefit our company in terms of process and monetary efficiency.

**Connect with People across the Bio/Pharmaceutical Industry** – With a history of excellence connecting people, science, and regulation, PDA events are a place to expand professional networks in a way that will benefit our organization. Not only that, but I will also get in-depth insight into the latest research during poster presentations and mingle with thought leaders during networking events.

The opportunity for me to expand my knowledge, develop my skills, network with industry experts, and gain industry insights makes my participating in the 2020 PDA Annual Meeting a valuable investment. I plan to submit a summary of my learnings and takeaways upon my return. Thank you for your consideration; I look forward to your decision.

Sincerely,