**Make the Case**

Join us at the 21st OCRA Annual Educational Conference on October 6th and 7th, 2020! We know that you will leave the conference with gained knowledge, but we also know that sometimes, it's not up to you decide if you can attend.  
  
We hope these tips and sample letter will help you justify your attendance at OCRA 2020. If you need specific information about sponsor, sessions or courses, please reach out to [Annual\_Meeting@ocra-online.org](mailto:Annual_Meeting@ocra-online.org) . We're here to help!

**Sample Letter**

Dear < Approver’s name >,

I would like to attend the 21st Annual OCRA FDA Educational Conference taking place virtually on October 6 and 7th, 2020 from 8AM to 1PM Pacific. This two-half day conference brings together regulators and is expected to have more than 100 RA and QA professionals. There will be multiple FDA Speakers, as well as Industry, State and Local Regulatory agencies cover the entire gamut of our businesses. Advice from basic to advanced, routine inspections and those FDA 483’s that resulted to fines and imprisonment. Presenters collaborate and expand their expertise through education, knowledge-sharing, and networking.

This year’s conference features presentation topics ranging from **< list relevant topic > to < list another relevant topic >,** and I am confident what I learn will be directly applicable to my work and our company. After reviewing the conference schedule, I have identified a few sessions that I would like to attend:

* Session 1 and how it will benefit you and your organization
* Session 2 and how it will benefit you and your organization
* Session 3 and how it will benefit you and your organization

In addition to the educational benefits, attending OCRA Annual Meeting, creates an opportunity for our organization to share our work and lessons learned with the Regulatory and QA community.

In order to attend the conference and achieve my goals, I am seeking sponsorship of **< total amount you need >** for the following expenses:

Registration (before XXX):

The opportunity for me to develop a network of contacts and to gain knowledge in specific areas of evaluation, makes my attendance at the 21st OCRA Annual Educational Conference a wise investment that will benefit our organization.**Please let me know if you have any questions, or would like more information on OCRA**

Sincerely,

**< Your name here >**

**Tips**

Creative solutions may help your request get approved. Consider these options:

* Before meeting with your supervisor, prepare a plan that shows who will cover your duties while you attend the conference.
* Offer to prepare and deliver a short presentation and Q&A session for your colleagues to share what you learned. This way, your coworkers will benefit from your attendance.
* List specific sessions and explain how they will impact your practices or organization.
* Clearly make the connection between your needs and the benefits you are identifying.
* If the scholarship approver is outside of your department, don’t assume they understand your goals or any technical terms. Spell out the impact for them.
* Passion is the best persuasion technique – let yours shine through in your letter.

**After the conference….**

**Keep Learning.**After the conference is complete, you can unpack review the conference materials and even on the sessions you couldn’t attend.  
  
**Keep Networking.**Don’t forget all those contacts and meeting notes you captured at OCRA Meetings and Networking. Share contact information keep up with each other on LinkedIn. You’ll still have access to your new colleagues when you’re back in the office.  
  
**Keep Benefitting.** Joined OCRA just for the Annual Meeting discount? Don’t stop there. You can take advantage of the other great meetings and member benefits. Share with volunteer opportunities for leadership experience, and so much more!