

Make the Case

Join us for “*Exploring Emerging Technologies, What’s New on the Horizon*”, the 22nd OCRA Annual Educational Conference on October 5th and 6th, 2021. We know that you will leave the conference with gained knowledge, but we also know that sometimes, it's not up to you to decide if you can attend.

We hope these tips and sample letter will help you justify your attendance at OCRA 2021. If you need specific information about sponsors, sessions or courses, please reach out to Annual_Meeting@ocra-online.org . We're here to help!

Sample Letter

Dear < Approver’s name > ,

I would like to attend the [22nd Annual OCRA FDA Educational Conference](#) taking place virtually on October 5 and 6, 2021 from 8AM to 1PM Pacific. This two-half day conference brings together FDA regulators, and is expected to have more than 150 Regulatory and Quality professionals. There will be multiple FDA Speakers, as well as Industry Subject Matter Experts covering the entire gamut of our regulatory community. Advice from basic to advanced on Agency inspections, and the resulting FDA 483’s, fines and imprisonment that may follow. Presenters collaborate and share their expertise through education, knowledge-sharing, and networking, and an FDA Town Hall with all speakers at the end of each ½ day session.

This year’s conference features presentation topics ranging from **< list relevant topic > to < list another relevant topic >**, and I am confident the information I take away will be directly applicable to my work and our company. After reviewing the conference schedule, I have identified several 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
- Session 4 and how it will benefit you and your organization.

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

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 22nd 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 review the conference materials, including the sessions you could not attend.

Keep Networking. Don't forget all those contacts and meeting notes you captured at OCRA Meetings and Networking. Share contact information and keep up with each other on LinkedIn. You'll continue to 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!