**Make the Case**

Join us at the 30th Anniversary OCRA-DG Annual Conference on August 2nd, 2024! 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 2024. If you need specific information about sponsors, sessions or speakers, please reach out to [inquiry@ocra-dg.org](mailto:inquiry@ocra-dg.org). We're here to help!

**Sample Letter**

Dear < Approver’s name >,

I would like to attend the 2024 OCRA-DG 30th Anniversary Annual Conference taking place at the Hilton Waterfront Resort & Hotel in Huntington Beach, CA on August 2nd, 2024 from 7:30AM to 5PM Pacific, followed by a hosted dinner reception & celebration. This full-half day educational conference brings together regulators and is expected to have up to 300 RA, QA, and other professionals from the life science sectors. There will be multiple FDA Speakers, as well as Industry experts, Notified Body speaker, etc., covering the entire gamut of our businesses. 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 the OCRA Annual Conference 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):

This is a fraction of cost comparing to other similar meetings that would cost thousands of dollars for registration, making it a cost-effective and rewarding professional development and educational opportunity.

The opportunity for me to develop a network of contacts and to gain knowledge in specific areas of evaluation, makes my attendance at the 2024 OCRA-DG Annual 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-DG.**

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 sponsorship 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 Conference 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 Conference discount? Don’t stop there. You can take advantage of the other great monthly educational programs, social events, and member benefits. Get involved with volunteer opportunities for leadership experience, and so much more!