

| Boston | September 9-10, 2024 |
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Convince Your Manager

Use the below justification letter template to share the value of this event with your manager and make the case for your attendance.

[Date]

Dear [Supervisor Name],

I am interested in attending Veeva R&D and Quality Summit. I would like to get your approval to attend this event in Boston, Massachusetts from September 9-10, 2024.

This is a complementary event for drug development professionals in the biopharmaceutical industry, with opportunities to:

* Connect with 2,000+ peers across clinical, quality & manufacturing, regulatory, safety, IT
* Learn from industry leaders and discover the latest trends and best practices to increase efficiencies and speed therapies to patients faster
* Hear first-hand about upcoming capabilities and Veeva’s future product roadmap

Summit offers several sessions that apply to my work and our team, such as the keynote presentation and [Session Title].

As part of my attendance request, I have included estimated costs for me to attend:

Event Registration: Complimentary

All Event Meals: Complimentary

Airfare/Travel: [Insert cost]

Hotel: [Insert cost]

Approximate Total: [Calculate Total Cost]

After attending, I am happy to summarize and share learnings with my team.

You can learn more about Veeva Summit [here](https://www.veeva.com/events/rd-summit/). Thank you for considering the support of my attendance and I look forward to speaking with you soon about this opportunity. Please feel free to contact me with any questions I can address.

Sincerely,

[Your Name]