**24 Pharma 40 Justification Letter**

\*Information for reference:

* [ISPE Pharma 4.0 and Annex 1 Technical Content Questionnaire Responses.xlsx (sharepoint.com)](https://ispehq.sharepoint.com/%3Ax%3A/g/CDEhome/EQ7al8TdvWtJoN9F2ct9-j0BGn61SRRWkFDf1KsiaTvazA?e=XvzKgh)
* [24 Pharma Technical Insights\_Categorized.docx (sharepoint.com)](https://ispehq.sharepoint.com/%3Aw%3A/g/Market1ng/EWBfXFBGJtVBsNjPmxziFa8BA8yAoK0QFY3I4SdBcrvDgQ?e=OLRLTp)
* 24 Bio for reference: [2024 ISPE Biotech Conference Justification Letter.docx](https://ispehq-my.sharepoint.com/%3Aw%3A/g/personal/klechase_ispe_org/EUtgQswct7JJq5r_ldLAfPEBAagtpJxlhszpDwgw9OhuaQ?e=gQv5j7)

**2024 ISPE Pharma 4.0™ and Annex 1 Conference Proposal**

To:

From:

Subject line: Request for Approval: 2024 ISPE Pharma 4.0™ and Annex 1 Conference

Dear [Supervisor/Employer’s Name],

I am excited to inform you about a one-of-a-kind opportunity that has come my way—an invitation to attend the [2024 ISPE Pharma 4.0 ™ and Annex 1 Conference](https://ispe.org/conferences/2024-pharma-40-annex-1-conference), 10-11 December in Rome, Italy, and virtually [adjust if attending virtually].

This is the only industry conference fusing digital transformation and Annex 1, providing a unique opportunity for me to delve into the latest developments in these critical topic areas. I will receive first-hand insights from experts working on industry guidelines, regulators from around the world, and leading companies with case studies as well as real-world examples of how experts are dealing with various challenges impacting the industry daily, including **regulatory guidance (e.g., pertaining to Annex 1), digital transformation (e.g., AI/ML, robotics, digital twins), the rapidly evolving ATMPs market, and interconnected facility design and construction**.

[Choose the most relevant options for your profession]

The emphasis on strategically pursuing new technologies and innovative strategies for collaborating with regulators aligns seamlessly with our commitment to staying at the forefront of industry trends and supporting a culture of collaboration. [Refine as needed.]

The insights gained can have a significant positive impact on our business: we can tailor them to optimize our company strategy, roadmap any upcoming plans with industry-level best practices, fine-tune our goals by benchmarking our progress with other industry leaders, and understand where our competitors are focusing efforts or struggling. Even better, I can maximize our company’s knowledge intake in a very short amount of time, with just one travel journey in which I can talk to many different experts to network, grow, and secure valuable information to advance our organizational goals.

I am eager to focus on finding solutions and best practices that directly align with the objectives of these key projects:

[add project or initiative]

[add project or initiative]

[add project or initiative]

**I have prepared an approximate breakdown of conference costs for your review** [adjust if attending virtually]**:**

Airfare: $

Transportation (between airport and hotel): $

Hotel: $

Meals: $

Registration Fee: $

Total: $

Following the conference, I am committed to submitting a detailed post-conference report and sharing major notes, new ideas, and valuable insights discussed during the event with our co-workers.

Thank you for considering this request. I am eager to discuss this further and would appreciate your approval.

Sincerely,

[Your name]