**25 EAC Justification Letter**

**2025 ISPE Europe Annual Conference Justification Letter**

Reference document: [2025 ISPE Europe Annual Conference Technical Content Questionnaire.xlsx](https://ispehq-my.sharepoint.com/:x:/g/personal/stykka_ispe_org/Eb2kmHbXdVNKixVxhW4KkMwB-IJvI9JgZQTzEzjGbAgQJw?e=vnUwFZ&nav=MTVfezAwMDAwMDAwLTAwMDEtMDAwMC0wMDAwLTAwMDAwMDAwMDAwMH0)

**2025 ISPE Europe Annual Conference Proposal**

To:

From:

Subject line: Request for Approval: 2025 ISPE Europe Annual 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 [2025 ISPE Europe Annual Conference](https://ispe.org/conferences/2025-europe-annual-conference), 12-14 May 2025 in London, United Kingdom, and virtually [adjust if attending virtually].

The 2025 ISPE Europe Annual Conference is more than just an event; it is a convergence of minds dedicated to advancing pharmaceutical engineering which will explore innovative solutions, address critical challenges, and shape the future of the pharmaceutical industry. This year’s conference will focus on addressing key industry issues/challenges from navigating advanced therapy medicinal product-focused (ATMP) regulations and Annex 1 to mitigating drug shortages to moving digital transformation beyond the pilot phase, governance of AI solutions, GAMP® best practices with a featured track on this topic, and more.

The pharmaceutical landscape is evolving at an unprecedented pace, driven by rapid technological advancements and an ever-changing regulatory environment. Attending this conference will enable me to gain insight into useful case studies around exploring emerging technologies, implementing Pharma 4.0™, navigating regulatory expectations, and more. The conference agenda is meticulously crafted to reflect these dynamics, offering sessions that delve into critical topics such as:

* AI and machine learning: Exploring how these technologies are revolutionizing drug discovery, development, and manufacturing processes
* Virtual and augmented reality: Assessing their applications in training, process design, and enhancing operational efficiency
* Smart manufacturing: Discussing the integration of the internet of things and automation to create more responsive and efficient production environments
* Biopharmaceuticals and ATMPs: Examining the latest innovations and regulatory considerations in this rapidly growing sector

I’ll learn about topics that are relevant to my day-to-day work, such as how to assess risk, how to design test approaches, and how to set baseline metrics for comparing our progress with our peers in the industry.

[Choose the most relevant options for your profession]

By attending this conference, we’ll be in a better position to benchmark our efforts in sustainability, Annex 1 alignment, adoption of closed systems, AI applications in different areas, multi-product facilities, and more. I truly believe that the learnings and takeaways I’ll gain by attending will empower me to introduce and help spark new ideas that could significantly benefit our organization.

Additionally, 1.7 ISPE continued education units (CEUs) are awarded to conference attendees, so I’ll receive credit for staying current with industry trends and advancements, learning more skills which can help me improve my job performance, and continuing to demonstrate my commitment to ongoing professional development.

[Refine as needed.]

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 look forward to discussing this opportunity and the next steps for receiving your approval further with you.

Sincerely,

[Your name]