



**Letter for Your Supervisor**

Below is a template for a communication with your leadership if you need to request approval to attend the 2025 E-ATP Conference.

Dear <enter name>,

I would like to attend the E-ATP 2025 conference, 'European Home of Assessment: Redefining European Assessment for All,' in Dublin, Ireland, from September 17-19, 2025. I believe that attending this conference will bring significant benefits to [your company or department]

At E-ATP, I will learn about [enter subjects], which will assist with [insert current project]. I am also interested in exploring new tools, technologies, best practices, and business strategies to make our organisation more productive and competitive. Attached is a Benefits Worksheet outlining specific sessions and other E-ATP opportunities that will benefit our organisation.

Here are some other tangible benefits to attending E-ATP <adjust to fit your situation>:

* **Cutting-Edge Insights and Innovations**: The E-ATP conference provides insights into the latest advancements in assessment. I will learn about innovative technologies and practices shaping the future. By participating, I will stay ahead of trends and be equipped to implement cutting-edge solutions in my work.
* **Networking Opportunities:** The conference gathers a diverse group of professionals. Attending provides a platform to network with peers, share experiences, and build professional relationships. These connections can lead to collaborations, partnerships, and opportunities for our organisation.
* **Professional Development:** E-ATP offers a variety of sessions led by experts in the field. These sessions are designed to enhance my skills, broaden my understanding of assessment practices, and provide practical takeaways that I can apply within our organisation.

Attending E-ATP 2025 will cost approximately <insert cost from worksheet>, covering transportation, lodging, sessions, events, and meals. I can also save money by <insert cost-saving ideas>. A detailed cost breakdown is attached.

Despite the expense, I believe attending E-ATP is a worthwhile investment. I respectfully request the opportunity to discuss my attendance with you and invite you to consider attending as well.

Thank you for your consideration.

Sincerely,

<Your name>

*“I have made it a habit to come to E-ATP every year. Being based in the US but delivering a global program, the sessions help me stay up to date on what's happening in assessment in Europe. What challenges and opportunities are the same? Which are different? How can I learn from what's being done in Europe and apply to my program? And, I get an opportunity to see friends and colleagues that I only have a chance to see at conferences like this!” -Liberty Munson, Director of Psychometrics, Microsoft Worldwide Learning.*

**E-ATP Benefits Worksheet**

Use this worksheet to list the benefits you will bring to your company by attending E-ATP's 2025 conference, *E-ATP > European Home of Assessment: Redefining European Assessment for All,* in person on 17-19 September in Dublin, Ireland.In the following table, replace the *italicized text* in the examples section with the content sessions you plan to attend or other opportunities that can help you enhance your skills as a professional and face the challenges of your industry.

2025 E-ATP Conference Benefits Worksheet

| **Benefit to <Name of *Your Organisation*>** | **Examples** |
| --- | --- |
| Staying current with industry trends | Sessions to attend:* *XXXXXX*
* *XXXXXX*
 |
| Learn about groundbreaking disruptive technologies on the horizon such as biometrics, artificial intelligence, and machine learning as well as new techniques in test design and delivery | Sessions to attend:* *XXXXXX*
* *XXXXXX*
 |
| Discuss how the industry can personalise assessments and feedback to assist candidates in learning | Sessions to attend* *XXXXXX*
* *XXXXXX*
 |
| Hear about the new expectations of candidates toward assessment | Sessions to attend: * *XXXXXX*
* *XXXXXX*
 |
| Share what I learned with my team members  | I commit to*:* * *A presentation and debrief*
* *Share literature from the conference*
* *Access to presentations online*
* *Other*
 |

We have also provided a table that can be used from a broader perspective, if you are filling this out prior to the full programme being published (expected in late June 2025).

| **Topic Covered** | **Focus of Sessions** | **Plan for using this to grow as a professional and tackle industry challenges** |
| --- | --- | --- |
| Candidate Experience | Information will be shared illustrating how the assessment industry is improving the candidate experience by making products and services more inclusive, better suited for accessibility and/or diverse needs, and a more streamlined and responsive experience  |  |
| Innovation in Assessment | Presentations illustrating innovative ideas and research in the design or delivery of assessments as well as the benefits and challenges these will bring. |  |
| Collaboration | Discussions will be had illustrating examples of collaboration within the assessment industry or between the assessment industry and other sectors. Examples of cross-country collaboration within Europe are particularly welcomed. |  |

**Estimated Expense Worksheet**

Use this worksheet to list the estimated expenses you plan to incur by attending the 2025 E-ATP Conference: E-ATP *European Home of Assessment: Redefining European Assessment for All,* in person on 17-19 September in Dublin, Ireland. In the following table, insert your estimated amount for each item in the cost column.

E-ATP Conference Estimated Expenses

| **Attendee:** | Insert Your Name Here: | Date: |
| --- | --- | --- |
|  |  |  |
| **Expense** | **Information** | **Cost** |
|  |  |  |
| Registration Fee | Check to determine if you qualify for a member discount | € <insert amount> |
| Flight | Use the Internet for an estimate, you may also want to add in baggage fees | € <insert amount> |
| Lodging | Hilton Berlin Hotel | € <insert amount> |
| Transportation from Airport to Hotel and Back | Cost will vary depending on the day and company used  | € <insert amount> |
| Mileage Reimbursement | Are you driving to the conference? Or do you need to take your vehicle to the airport? | € <insert amount> |
| Parking | Do you need to park your car at an airport while you are at E-ATP Conference? Are you driving and need to park your car at the hotel?  | € <insert amount> |
| Food |  |  |
| Miscellaneous | Are there any other expenses associated with attending the conference? | € <insert amount> |
|  |  |  |
|  | **Total** | **€ <insert amount>** |