



E-ATP ROME 2026 ROI TOOLKIT

Letter for Your Supervisor

Below is a template for a communication with your leadership if you need to request approval to attend the 2026 E-ATP Conference.

Dear <enter name>,

I would like to attend the E-ATP 2026 conference, 'European Home of Assessment: Building Assessment for Good,' in Rome, Italy, from 7-9 October, 2026. 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, representing the key players in the assessment sector. 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 2026 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 2026 conference, *E-ATP > European Home of Assessment: Building Assessment for Good*, in person on 7-9 October in Rome, Italy. 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.

2026 E-ATP Conference Benefits Worksheet

Benefit to <Name of Your Organisation>	Examples
Staying current with industry trends	Sessions to attend: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● XXXXXX ● XXXXXX
Discuss how the industry can personalise assessments and feedback to assist candidates in learning	Sessions to attend <ul style="list-style-type: none"> ● XXXXXX ● XXXXXX
Hear about the new expectations of candidates toward assessment	Sessions to attend: <ul style="list-style-type: none"> ● XXXXXX ● XXXXXX
Share what I learned with my team members	I commit to: <ul style="list-style-type: none"> ● <i>A presentation and debrief</i> ● <i>Share literature from the conference</i> ● <i>Access to presentations online</i> ● <i>Other</i>

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 May 2026).

Topic Covered	Focus of Sessions	Plan for using this to grow as a professional and tackle industry challenges
Advancing the Value of Assessment	What we do reaches far beyond giving somebody a certificate. Qualifications can change people’s lives. We are innovators in efficiency, and the intelligence in the room at ATP events has shifted the marker on social and gender equity. We want to know what you’ve done at your organisations, and how you’re helping improve the world with your exam program.	
AI in Assessment	We’ve (nearly) all had a dabble with AI tools at this point, but if you’re an AI enthusiast, power user, or daily user implementing real change, this is your opportunity to be a thought leader for hundreds of eager listeners	
Assessment Security & Integrity	Whether remote or in person, if you’ve got evidence or opinions to share on how new innovations are stopping fraud, theft and cheating, we ALL benefit from sharing. Show us your innovations, tell us your unbelievable stories of hidden devices, or set up a debate on the pros and cons of centre vs. remote.	
Prioritising the Test Taker Experience	From registration to results, today’s test takers expect an assessment experience that is supportive, intuitive, and fair. How are we making sure we look after our test takers and ensure they have the best possible experience to demonstrate their knowledge and skills?	

Estimated Expense Worksheet

Use this worksheet to list the estimated expenses you plan to incur by attending the 2026 E-ATP Conference: E-ATP *European Home of Assessment: Building Assessment for Good*, in person on 7-9 October in Rome, Italy. 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 or awarding organisation discount	€ <insert amount>
Flight	Use the Internet for an estimate, you may also want to add in baggage fees	€ <insert amount>
Lodging	Cardo Roma Hotel, Rome	€ <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	Included with the conference are: Wednesday: Lunch, afternoon coffee and snacks, drinks reception Thursday: AM & PM coffee and snacks, Lunch Friday: AM coffee and snacks All breakfasts are included in your guestroom rate at our host hotel.	
Miscellaneous	Are there any other expenses associated with attending the conference?	€ <insert amount>
	Total	€ <insert amount>