Dear \_\_\_\_\_\_\_\_\_\_\_,

I would like your support to attend the International Personnel Assessment Council (IPAC) 2018 Annual Conference, July 29 – August 1 in Alexandria, VA. IPAC has provided members and others in the field with easily accessed and varied opportunities to learn, share, experience, and teach state-of-the-art recruitment and merit-based assessment practices for over 40 years.

The IPAC Annual Conference is the premier assessment event, showcasing the latest research, trends, and applied best practices in a collaborative environment to work through Industrial/Organizational related challenges. Conference registration is time sensitive. Early registration closes on June 22.

As an applied-focused conference, the IPAC Conference is the perfect complement to my academic training to advance my career as an assessment professional. Among the professional development opportunities will be keynote speakers who are leaders in our field (see page 2), workshops focused on cutting edge topics (see page 2), and engaging breakout sessions on the latest research, methodological issues, and applied best practices.

Specifically, I would like to attend the following workshop(s) that will directly benefit my career development.

* *Insert Workshop #1, Instructors, and Description*
* *Insert Workshop #2, Instructors, and Description*

There are also considerable opportunities at the conference for me to build lasting relationships with assessment professionals in the private and public sector, academic faculty and other students, and legal professionals. This year’s conference attendees are expected to include HR directors and managers; specialists in staffing, recruiting, and performance management; psychologists; attorneys; management consultants; and academic faculty and students. Leading assessment vendors will also showcase the latest assessment products and services throughout the conference.

The opportunity for me to keep up to date on current trends and research in the field, network with colleagues to benchmark and learn more about best practices other organizations are applying, and to develop a better connection with colleagues makes my attendance at the 2018 IPAC conference a wise investment. Upon return, I will share key takeaways from the conference sessions with my fellow students and professors.

In contrast to other professional conferences, IPAC offers a low-cost conference, especially for students. The conference registration fee for Student Members is only $100 if I register by June 22. <<*If volunteering, add “However, I will be receiving FREE conference registration, because I am volunteering 8 hours to assist with the IPAC conference.”>>* Student Members can also register for a pre-conference workshop for only $50, a similar bargain rate. IPAC has also negotiated a discounted conference hotel room rate of $169 per night. Registering early will help me secure the best flight and hotel room options, which will help minimize my expenses. A complete breakdown of my costs is included below.

Please consider my request to attend this conference. I’m happy to provide additional information to assist you in making a decision.

Thank you for your consideration of my request.

*Name/Signature*

**2018 IPAC Conference Keynote Speakers**

[**www.ipacweb.org/2018IPAC/keynotes**](http://www.ipacweb.org/2018IPAC/keynotes)

**Dr. Hennie Kriek**

CEO and President of TTS-Top Talent Solutions Inc. and Professor Extraordinarius at the Department of Industrial and Organisational Psychology at UNISA

**Dr. Suzanne Tsacoumis**

Vice President and Corporate Officer at Human Resources Research Organization (HumRRO)

**Dr. John C. Scott**

Chief Operating Officer and Co-founder of APTMetrics

**Ben Hawkes**

Selection Assessment Lead for Shell International

**2018 IPAC Conference Pre-Conference Workshops**

[**www.ipacweb.org/2018workshops**](http://www.ipacweb.org/2018workshops)

**Developing Training and Experience Questionnaires with Customized Rating Scales**

Joyce Wentz and Kimberly Lepore, U.S. Office of Personnel Management

**Developing Structured Interviews**

Kristen Pryor, DCI Consulting Group

Emily Steinau, U.S. Customs and Border Protection

Laura Fields, Wells Fargo

**Barrier Analysis:  How do you really get that done?**

Martha Hennen and Maurice B. Champagne, Office of Equal Employment Opportunity

Brittany M. Dian, DCI Consulting Group

**Designing and Evaluating Assessment Games and Gamification for Selection**

Richard Landers, Old Dominion University

**Developing and Evaluating a Training Program**

Bharati B. Belwalker, Civil Service Department of the City of New Orleans

James De Leon, APTMetrics

**Establishing a Comprehensive Human Capital Program using Competency Models**

Marni Falcone and Rob Calderon, FMP Consulting

**Estimated IPAC Conference Costs Breakdown**

Student Member\* Conference Registration Fee: \_$100\_

\*IPAC Student Membership (if needed): \_$25\_

Workshop Registration Fee:

\_\_\_ $50 (1 half-day workshop)

\_\_\_ $100 (2 half-day workshops)

Hotel Cost: $169 per night @ \_\_\_ nights + Tax = $\_\_\_\_\_

Transportation Cost: $\_\_\_\_\_

Meal per diem (if applicable): $\_\_\_\_\_

**Total Cost: $\_\_\_\_\_**