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

I would like your support to attend the International Personnel Assessment Council (IPAC) 2017 Annual Conference, July 16-19 in Birmingham, AL. 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 16.

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 2017 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 16. <<*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 $100, a similar bargain rate. IPAC has also negotiated a discounted conference hotel room rate of $139 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*

**2017 IPAC Conference Keynote Speakers**

[**www.ipacweb.org/2017IPAC/keynotes**](http://www.ipacweb.org/2017IPAC/keynotes)

**Wayne F. Cascio, Ph.D.**

Distinguished Professor, University of Colorado, and Robert H. Reynolds Chair in Global Leadership, The Business School, University of Colorado Denver

**Deborah L. Gebhardt, Ph.D.**

Principal Scientist at Human Resources Research Organization (HumRRO)

**Robert J. Lavigna, M.S.**

Director at Institute for Public Sector Employee Engagement

**Ann Marie Ryan, Ph.D.**

Professor at Michigan State University

**Nancy Tippins, Ph.D.**

Principal Consultant at CEB

**2017 IPAC Conference Pre-Conference Workshops**

[**www.ipacweb.org/2017workshops**](http://www.ipacweb.org/2017workshops)

**Diversity Metrics & Workforce Analytics:  Identifying Opportunities with Data**

Keli Wilson, Samantha Holland, and Yesenia Avila, DCI Consulting Group

**Web Scraping and Machine Learning for Employee Recruitment and Selection:  A Hands-on Introduction**

Richard Landers, Old Dominion University

**Emergent Risk Areas:  What is “Hot” in the Employment Legal Arena?**

Richard Tonowski, U.S. Equal Employment Opportunity Commission

Kayo Sady, DCI Consulting Group

**Bring Biodata to Life:  Developing and Implementing a Robust Biodata Instrument**

Phil Walmsley and Jeff Cucina, U.S. Customs and Border Protection

Julia Bayless, Capital One

**Estimated IPAC Conference Costs Breakdown**

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

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

Workshop Registration Fee:

\_\_\_ $100 (1 workshop)

\_\_\_ $200 (2 workshops)

Hotel Cost: $139 per night @ \_\_\_ nights + Tax = $\_\_\_\_\_

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

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

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