



Innovations in  
Testing **2022**  
In Person & Virtual!



**Bridging Opportunities**  
for **Better Assessment**

March 20 - March 23 • Hyatt Regency Orlando • Orlando, FL

# 2022 Innovations in Testing Conference

## ROI Toolkit – In-Person

## Letter for Your Supervisor

Here is a template for a communication with your leadership if you need to request approval to attend the 2022 Innovations in Testing Conference as an in-person attendee.

Dear XXXXXX,

I would like to attend the [2022 Innovations in Testing Conference: Bridging Opportunities for Better Assessment](#) in Orlando, FL from March 20 through March 23. Attending this conference will bring significant benefits to <your company/organization or department>.

At the Innovations Conference, I will be able to learn about <\_\_\_\_\_>, which will help with the <insert current project>. I am also interested in exploring new tools and technologies as well as best practices and new business strategies to make our organization more productive and competitive. I've attached a Benefits Worksheet that outlines specific sessions and other opportunities that will benefit our organization.

Here are some other tangible benefits to attending the Innovations in Testing Conference <adjust to fit your situation>:

- I'll learn how organizations can innovate to help improve assessment outcomes and find new ways to provide stakeholder value and create assessments that are bridging opportunities for better assessment
- I'll make connections through the many engaging networking opportunities. I will network with peers to understand how other organizations are handling common issues. I may be able to find joint venture partners or subcontractors who can enhance our business.
- I'll discuss the value and purpose of assessment with thought leaders from the education, credentialing, clinical, and industrial/organizational markets.
- I'll learn how new technology and innovative solutions can help address issues of fairness and equity for test-takers and will share them with my co-workers.
- I will share what I learn at the Innovations in Testing Conference. I plan to <insert plan>.

Attending the conference will cost approximately <insert cost from worksheet>. This includes all transportation, lodging, sessions, events, and meals. I can also save money by <insert cost-saving ideas>. A breakdown of the costs associated with the conference is attached. Although it does cost money to attend Innovations in Testing, I believe it is an investment worth making.

I request the opportunity to discuss my attendance at the conference with you. I invite you to attend Innovations in Testing as well.

Thank you for your consideration.

Sincerely,

<Your name>

## Benefits Worksheet

Use this worksheet to list the benefits you will bring to your company by attending the 2022 Innovations in Testing Conference: Bridging Opportunities for Better Assessment in Orlando, FL. 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. [You can find the program listing here.](#)

### Innovations in Testing Benefits Worksheet

Benefit to <Name of <i>Your Organization</i> >	Examples
Staying Current with Industry Trends	Sessions to attend: <ul style="list-style-type: none"> <li>● <i>XXXXXX</i></li> <li>● <i>XXXXXX</i></li> </ul>
Learn how innovation is driving the testing industry toward a new standard of learning, assessment, continued competence, test delivery, security, test-taker experience, and data analytics	Sessions to attend: <ul style="list-style-type: none"> <li>● <i>XXXXX</i></li> <li>● <i>XXXXX</i></li> </ul>
Learn about equity, accessibility, and diversity methods and practices for ensuring fairness, accessibility, and accommodations for diverse stakeholders	Sessions to attend: <ul style="list-style-type: none"> <li>● <i>XXXXX</i></li> <li>● <i>XXXXX</i></li> </ul>
Hear about all aspects of collecting, transmitting, processing, storing, analyzing, reporting, and securing data	Sessions to attend: <ul style="list-style-type: none"> <li>● <i>XXXXX</i></li> <li>● <i>XXXXX</i></li> </ul>
Share what I learned with my team members	I commit to: <ul style="list-style-type: none"> <li>● <i>A presentation and debrief</i></li> <li>● <i>Share literature from the conference</i></li> <li>● <i>Access to presentations online</i></li> <li>● <i>Other</i></li> </ul>

## Estimated Expense Worksheet

Use this worksheet to list the estimated expenses you plan to incur by attending the 2022 Innovations in Testing Conference: Bridging Opportunities for Better Assessment in Orlando, FL. In the following table, insert the estimated amount for each item in the cost column.

Innovations in Testing Estimated Expenses		
<b>Attendee:</b>	Insert your name here	
Expense	Information	Cost
<b>Registration fee</b>	Check to determine if you qualify for a member discount.	\$ -
<b>Flight</b>	Use the Internet for an estimate, you may also want to add in baggage fees	\$ -
<b>Lodging</b>	Hyatt Regency Orlando — \$299 Single/Double, plus taxes	\$ -
<b>Transportation from airport to hotel and back</b>	12.7 miles from the airport. <i>Uber: averages \$28-\$30 each way</i> <i>Lyft: averages \$25-30 each way</i> <i>Taxi: averages \$40 each way</i>	\$ -
<b>Mileage reimbursement</b>	Are you driving to the conference? Or do you need to take your vehicle to the airport?	\$ -
<b>Parking</b>	Do you need to park your car at an airport while you are at Innovations in Testing?	\$ -
<b>Food</b>	The following meals are included with your conference pass: Breakfast on Monday, Tuesday, and Wednesday, Lunch for Monday and Tuesday, along with breaks and receptions. Account for meals you may need while traveling to and from the conference.	\$ -
<b>Miscellaneous</b>	Are there any other expenses associated with attending the conference?	\$ -
	<b>Total</b>	\$ -