

UNLOCKING OPPORTUNITIES

**How to Persuade Donors to
Fund Your Attendance at the
15th Biennial European
Evaluation Society (EES)
Conference**





Taruna Gupta and Hayat Askar prepared this document. Please direct any questions or comments about this guide to tarunagpta2@gmail.com and hayat.askar@gmail.com.

We extend a special thank you to Marco Lorenzoni for his integral input in this Guide.

Layout and cover by Dorothy Mae Albiento

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ACRONYMS

EES	The European Evaluation Society
EES2024	15th EES Biennial Conference (Rimini, Italy, September 2024)
PDW	Pre-conference Professional Development Workshops
VOPE	Voluntary Organisation for Professional Evaluation

THE PURPOSE OF THIS GUIDE

The European Evaluation Society (EES) will hold its 15th Biennial Conference (EES2024) in Rimini, Italy, from 23rd to 27th September 2024.¹ The Conference has the theme 'Better Together: Collaborative Thought and Action for Better Evaluation.' We expect between 500 and 600 participants at the EES2024, most coming from Europe.

The EES Conferences represent unique opportunities for evaluators, evaluation commissioners, and researchers to stay current on sector trends, learn and share about emerging practices, and develop, rekindle, and maintain relationships with peers across the different evaluation communities and geographic areas.

Participating in international conferences comes at a cost: participation fees, travel, lodging, and food all impact participants' budgets.

In March 2024, the EES conducted a poll on LinkedIn asking what the most critical barriers were to attending EES2024. Unsurprisingly, 89% of respondents mentioned the (lack of) access to adequate financing.² The EES is aware of this and does everything possible to limit the participation fee to its conferences. However, recovering the significant cost of organising such events remains a major challenge. Notably, costs should not be regarded as automatic inhibitors for conference attendance when the value of participating in these conferences is high.

With the help of dedicated volunteers and building on practice and existing resources (see Annex 6), the EES has developed this Guide to support individuals wishing to attend the EES2024 in their search for opportunities to fund (in part or wholly) their participation.

In this Guide, EES members, emerging evaluators and colleagues from the Global South will find some hints and tips for seeking support from their institutions, networks and organisations to participate in the EES2024.

More on the EES is [here](#). The EES2024 website is [here](#). You can follow us on LinkedIn [here](#). To register for EES2024, click [here](#).

Finally, this Guide is a living instrument. We will revisit and update it for the following EES Conferences. Please let us know how it helped you in seeking funds and share with us some additional hints and tips that helped you and your colleagues achieve your objectives, as we will consider them for the subsequent editions of this Guide.

¹ 23 and 24 September: Professional Development Workshop. 25 to September 27th: main EES Conference.

² 4% mentioned difficulties in travelling to Italy, 2% mentioned plans to attend other evaluation conferences, and 4% mentioned other obstacles.

A 6-STEP APPROACH

This Guide consists of six sections and an Annex section.

The six sections reflect six steps that applicants should follow when seeking funds for financing their participation in the EES2024 (or in any other evaluation conference); they are:

▷ **STEP 1. UNDERSTANDING THE CONFERENCE THEME AND ORGANISATION**

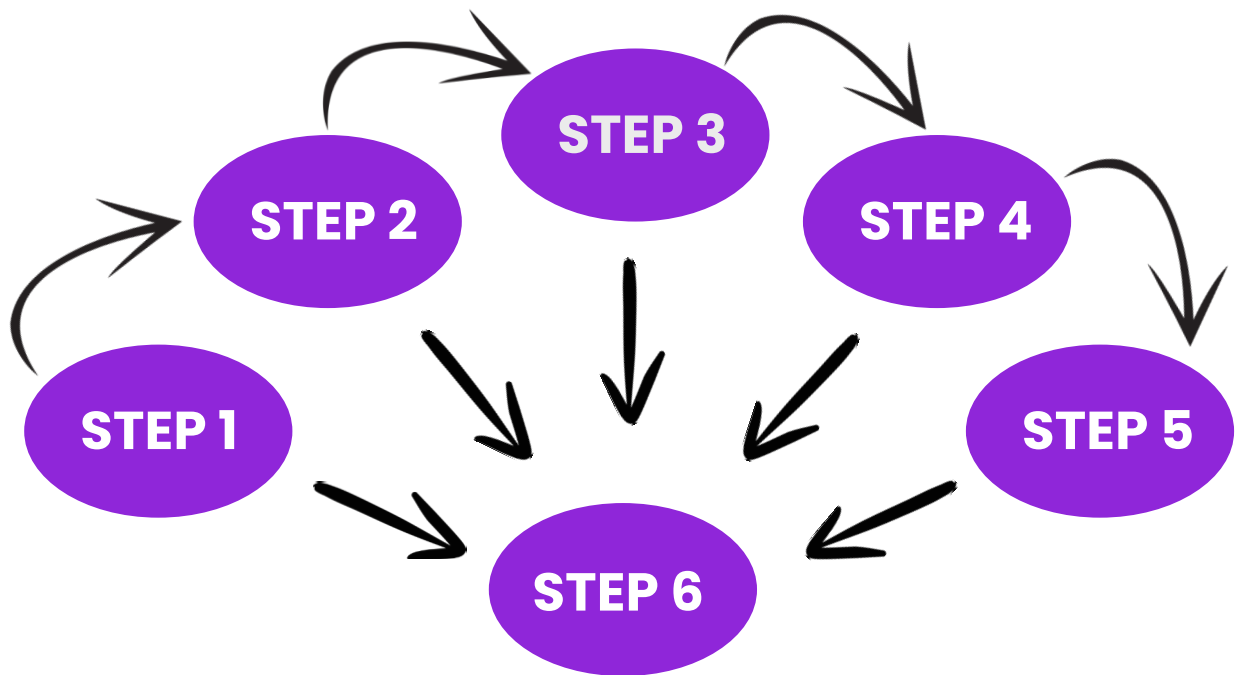
▷ **STEP 2. UNDERSTANDING THE CONFERENCE COSTS**

▷ **STEP 3. IDENTIFYING POTENTIAL FUNDING SOURCES**

▷ **STEP 4. UNDERSTANDING THE LINKS BETWEEN YOUR POTENTIAL FUNDER AND THE CONFERENCE**

▷ **STEP 5. NETWORKING: HIGHLIGHTING PEOPLE YOU WANT TO MEET AND WHY**

▷ **STEP 6. MAKING YOUR CASE AND FOLLOW-UP**



Each Step will help those seeking funds identify one component of their application letter, as illustrated in Step 6.

The Annex section contains an introduction to the EES2024, sample letters/emails you could customise and use when applying for funding, and additional resources.

The funding application is a process that requires time and dedication; start early!

An early application will demonstrate to potential funders how important participating in EES2024 is to you. It will also provide adequate time for handling questions, allow you to take advantage of "early bird" registration fees and advance purchase airfares, and help you find reasonable lodging rates.

STEP 1

UNDERSTANDING THE CONFERENCE THEME AND ORGANISATION

First of all, you should well understand the importance of international professional conferences and what the EES2024 is about. Its title is your starting point: **Better Together: Collaborative Thought and Action for Better Evaluation**. This theme underlines the importance of the 'togetherness' element in this year's Conference.

Why and how does the EES value this focus on its 15th Conference? To understand why the EES selected this title and its implications on the Conference programme, read the Introduction to the Conference prepared by the present (May Pettigrew) and the first past (Tom Ling) EES President in Annex 1.

Familiarise yourself with the significance of this theme in the field and consult, often the website of the Conference ([here](#)), which is regularly updated. As soon as the selection process of the proposed presentation is over, the complete programme will be published [here](#).

The organisers have scheduled the main Conference from Wednesday to Friday, September 25th to 27th, 2024. Additionally, they have scheduled several one-day Professional Development Workshops for Monday and Tuesday, September 23rd and 24th, 2024.

The main Conference has **three strands focussing on collaboration in evaluation**; they are:

ACTION

This strand brings together the distinct perspectives of evaluation commissioners, evaluated parties, evaluation users, and evaluators to understand linkages in their experiences with a common issue or subject. Sessions will provide a space to articulate how different evaluation actors have uniquely different vantage points when faced with the same problem, process, or product.

THINKING

This strand integrates methodology with theoretical, sociopolitical, philosophical, and ethical considerations to address real-world issues. Sessions will examine how distinct worldviews and ethical concerns can shape methodological approaches to problem-solving. The goal is to advance understanding of how philosophical frameworks inform methodological choices.

PRACTICE

This strand focuses on intersectoral collaboration, engaging experts across fields to solve complex societal problems like climate change, inequality, and health. Sessions will identify how diverse sectors can collaborate to evaluate and address shared goals for transformative change.

Understand the different formats of the presentations at the main Conference; they are:

PAPER SESSIONS

Include three individual papers, each presented in 15-20 minutes or less.

PANELS

Each thematic panel includes at least three presentations by one presenter, with a chair facilitating. Each panel will last 90 minutes, including 30 minutes for discussion.

MEET THE EVALUATION

These sessions allow complex evaluations to be presented and discussed from multiple perspectives, including those of the commissioners, evaluators who conducted the assignment, and evaluation users. They will be between 60 and 90 minutes in length. The presentation portion of these sessions will be at most 45 minutes to ensure ample time for discussion and dialogue with the audience.

SOLUTION FOCUSED SESSIONS

These sessions can be of two types:

- ◇ Solution-finding Sessions: These present a problem or project and introduce challenges. Two or more contributors can lead this session, and active engagement with participants is encouraged.

- ◇ **Solution Workshops:** These are sessions where a multidisciplinary, diverse group of presenters (minimum 3) share their application of a specific solution to a known challenge.

FISHBOWL DIALOGUES

Discuss issues surrounding a common theme with participants, bringing together different perspectives or points of view on a single subject. They will include a brief introduction by the starting participants and a moderator.

If you are a first-time participant in an EES Conference, be prepared to see that many sessions will run in parallel. Sessions run parallel to break down the large attendance into smaller groups according to their interests, thus allowing for interactive sessions rather than ex-cathedra ones. Therefore, selecting your programme will be a must for your participation.

The acclaimed and popular **one-day EES pre-conference Professional Development Workshops (PDW)** are a unique opportunity for the evaluation community to gain knowledge and receive training from experienced facilitators on various topics. The workshops are very interactive. The committee will announce the workshops on the EES2024 website after the selection process finishes.

Participation in the main Conference does not grant access to the Professional Development Workshops, which are subject to an additional fee.



ACTION: Why is the EES2024 relevant to your professional development? Which strands/sessions are you most interested in participating in, and which PDW? Write this down on a note to yourself.

STEP 2

UNDERSTANDING THE CONFERENCE COST

Calculate the cost of your participation in the Conference. Complete this Step before you seek funding because you must include a detailed budget in your application.

When budgeting your participation in the EES2024, you should consider the following costs:

▷ REGISTRATION FEES

- ◇ Conference fee
- ◇ Pre-conference professional development workshops fee (optional)

For details, please consult the tables in page 10.

▷ TRANSPORTATION

Several transportation options exist from your residence to Rimini during the Conference. Rimini can be reached by train (see [here](#) for timetables), bus ([here](#) you can compare different options), or car via highway A14 or several other main roads (see also the page of Rimini Tourism [here](#)). The closest international airport is Bologna (about 130 km away, [here](#)), from where you can take a shuttle bus to Rimini ([see](#) the timetable) or go to the central station (via monorail, [here](#)) and then continue by train. Alternatively, you can fly to any other Italian international airport and continue to Rimini by train or bus. If you travel from within Europe, consider an all-train option, as the Bologna train station is the largest in Italy, and getting from Bologna to Rimini will take you less than one hour. If you travel by car, consider car sharing and advertise your search for peers willing to share their ride. Consider also asking for a ride on specific platforms (such as Bla Bla Car [here](#)). For discounts and special conditions, don't forget to check the conference website [here](#).

▷ ACCOMMODATION

Rimini offers several accommodation options as a renowned summer holiday destination. The EES2024 will occur during the off-peak season.

Therefore, rates will be sensibly lower. However, due to the high demand for accommodation during the conference week, we strongly recommend booking your hotel in advance. There are two official partners that you can access through the dedicated page on the EES2024 website [here](#). You may also explore other options such as a Bed and Breakfast (see [here](#)), Airbnb (see [here](#)), Agrotourism (if you come by car, [here](#)), youth hostels ([here](#)) or others. Consider house sharing to save on costs while having a great experience with other peers and advertise your search.

▷ **VISA FEES (if needed)**

The EES can provide letters of support for a Schengen visa upon request. Important reminder: consult your local Italian embassy for visa requirements and prepare your visa application early. Booking appointments for visa applications can take time, so planning is essential. The Italian Ministry of Foreign Affairs details the procedure for applying for a visa, the list of Italian Consulates, and their geo competence [here](#).

▷ **MEALS**

Rimini offers various restaurants, snack places, and street food options for different budgets.

▷ **OTHER INCIDENTALS**

Any other costs not included in the above list such as phone/telecom costs, laundry, etc.



DETAILS OF REGISTRATION FEES

The **Conference registration fees** are accessible on [this page](#) and are the following:

	Early Bird Fee	Standard Fee	Late Fee
	Until June 30th 2024	Until August 31st 2024	After September 1st 2024
EES Members	680 EUR	770 EUR	820 EUR
EES Non-members	875 EUR	900 EUR	950 EUR
Students, EES Members	375 EUR	410 EUR	465 EUR
Students, EES Non-members	445 EUR	475 EUR	535 EUR
One-day, EES Members	335 EUR	380 EUR	440 EUR
One-day, EES Non-members	400 EUR	440 EUR	500 EUR

Prices are including 22% VAT.

The Conference registration fee **includes**:

- ▷ Access to all conference sessions (note: Professional Development Workshops require additional payment. Please refer to the information below for details.)
- ▷ The poster area & exhibition
- ▷ Coffee Breaks
- ▷ Mobile App

The Conference registration fee **does not include**:

- ▷ Conference dinner ticket, lunches, travel expenses, accommodation, personal insurance
- ▷ Professional Development Workshops

The **Professional Development Workshop registration fees** are accessible on [this page](#) and are the following:

	Early Bird Fee	Standard Fee
	Until June 30th 2024	After July 1st 2024
EES Members	345 EUR	460 EUR
EES non-Members	520 EUR	635 EUR

Prices are including 22% VAT.



ACTION: Prepare your budget.

STEP 3

IDENTIFYING POTENTIAL FUNDING SOURCES

The next step is researching funding opportunities. Consider the following:

Funding from your employing organisation.

Travel grants: typically offered by national and international organisations, including Voluntary Organizations for Professional Evaluation (VOPEs), UN organisations, government agencies, or conference organisers.

Funding through academic institutions - for students is usually not widely advertised.

Academic loans

Here are some tips that might help:

- ▷ Consider exploring grants specific to your area of expertise and personal criteria. For example, if you're a young and emerging evaluator (YEE), explore organisations that support YEEs for potential funding sources. If you are an academic/student, your University might be an excellent place to search for scholarships.
- ▷ Read carefully about the bursary/funding application process. Being aware of the funding size, the application deadline, the eligibility criteria, reporting requirements, and any other details before submission will help you select between funding sources and avoid any last-minute surprises.
- ▷ Consult other experienced evaluators who have experience participating in the Conference. Speak to your academic advisor or professional development lead at your organisation.³ Seeking advice from colleagues, mentors, or peers is eye-opening, and they might share things you missed thinking of.

- ▷ Some travel grants target specific groups, such as participants from underrepresented areas, women, or first-generation/indigenous populations. If you represent any of these groups, look for these.
- ▷ Some funds may cover only a part of your needed budget, so you must match your budget with your funds. Sometimes, proposing a co-participation to cover the costs could be a winning strategy to overcome resistance from your organisation (if you are employed), as it will reveal your motivation to participate to your employer. This can assume different forms: for instance, you may get the authorisation from your employer to record your week at the Conference as a working mission.⁴ You can get reimbursement for travel costs, not fees or vice versa. If you need to negotiate, remain flexible and set your maximum budget, i.e., the maximum amount you can devote to participating in the EES2024.



ACTION: Be clear on who you will approach and tailor your strategy to their needs. Do not use a one-size-fits-all approach. Prepare a note to yourself detailing your potential sources of financing.

³ [How do I Get A Travel Grant for an International Conference? \(conferencenext.com\)](https://www.conferencenext.com)

⁴ This is already a gain as you will not have to use holiday days for this, you will keep receiving your regular salary during your participation, and you have cover from your employer's insurance scheme (to be verified with your employer).

STEP 4

UNDERSTANDING THE LINKS BETWEEN YOUR POTENTIAL FUNDER AND THE CONFERENCE

Understanding the links between your potential funder's mission or current priorities of action and the topics discussed at EES2024 is crucial. If they are entirely unrelated, your chances of getting your participation funded are tiny.

This applies to any organisation you are considering, whether it is your employer or any third organisation or institution.

To start, write down the three to five most important mission priorities or strategies that your potential funding organisation is addressing. Then, assess how these priorities align with the topics discussed at EES2024. How could your participation in EES2024 help your potential funder achieve its objectives?

A good motivating factor for your potential funder is to see that they will receive something relevant from you in return for financing your participation.

What can you offer them in return? Information? Contacts?

You could, for instance:

Offer to brief colleagues on the key conference highlights and innovative evaluation methods relevant to their work.

Prepare summaries from speaker presentations and discussion groups.

Share contacts you made through networking: evaluators, staff at evaluation commissioning institutions, and researchers.

Make yourself available for Q&A sessions on lessons learned.

Share handouts from specific sessions.

This list is not exhaustive: in a time of limited resources, potential funders are more interested in considering applications for funding from persons who would provide them with something in return than from applicants who ask without paying them back. And your way to pay them back after returning from a conference is simple: sharing information, contacts, and experiences.

Suppose you are a member of a firm's staff who is active in the evaluation field. In that case, the most crucial selling argument is this: paying for your participation in the EES2024 means investing in your professional development. It means investing at a fraction of the cost your employer should pay to give you the same level of professional development you would acquire through traditional training. Your employer would never have the possibility to hire for your professional development the same level of expertise and opportunities to learn that you will find at an EES Conference in just one single place.

For your employer, investing in you can be a powerful retention tool. It demonstrates a commitment to professional development and signals how much your contributions are valued.

Participating in EES2024 is about more than learning new methods and processes; it can also enhance soft skills such as time management, communication, and presentation.

If you are applying at your employing organisation or institution and they are active in the evaluation field, upon return from the EES2024, you can propose to implement one new approach or process you learnt at the Conference: this will pay back many times over time and money spent on your attendance.

If relevant, use your participation in prior conferences as an example. Refer to when you attended another conference, got an idea, and implemented it at your firm. When applying, do not forget to include a text like: "As you may recall, it was at a past conference that I learned about [example subject], which led to our successful [launch of the program] or [adjustment to initiative] or my personal development in [skill]."

Finally, consider how attending the Conference could benefit your funding organisation's reputation. Attending a conference shows that your organisation invests in understanding the latest knowledge in the evaluation field, sharing it with the community, and learning essential methods and tools.

Covering for your working tasks could be necessary. Depending on the staffing structure of your organisation, it may be essential to consider and even document how other colleagues will cover your responsibilities while you are away or how you plan to keep up with them while you are away. Suppose the funding organisation is not your place of work, and you will participate in the EES2024 during your holidays. In that case, you may need to get a letter of no objection from your employer for your attendance.



ACTION: Make a note to yourself explaining how you will gather and share what you will learn once you return from EES2024. Create a table describing the details of relevant sessions and how they will help you contribute to the organisation's strategy. Define your professional development objectives and how participating in EES2024 will help. If applicable, explain how you will manage your work in your absence.

STEP 5

NETWORKING: HIGHLIGHTING PEOPLE YOU WANT TO MEET AND WHY

One of the key benefits of attending conferences is the opportunity to network with other professionals. The EES conferences provide ample and unique networking opportunities to help you make valuable personal and professional connections. You can exchange ideas, share knowledge, and collaborate with evaluation experts worldwide. At the EES2024, you can catch up with old acquaintances, exchange updates, deepen relationships with peers and colleagues, and create new relationships and bonds.

Networking is essential to building a successful career, and the ES2024 can help you expand your professional network. Interacting with evaluation professionals from different countries, with varying areas of specialisation and seniority, is a unique opportunity to broaden your horizons and gain new professional perspectives.

Suppose you return from an EES Conference with few business cards and new contacts. In that case, you have likely wasted an essential part of your time.

Evaluation conferences are ideal for exploring future partnerships and business opportunities, envisaging your participation in new teams, and identifying 'those new partners' you wish to recruit for 'that particular contract.'

The EES2024 is a great chance to meet outside consultants and speakers you might consider bringing to your institution. Reach out to them before the Conference and set meetings in advance.

Finally, if you work for an organisation with multiple offices in different locations, this Conference can help you connect with colleagues from other places. This can strengthen your organisation's network and facilitate collaboration across various teams and departments.



ACTION: Make a list of relevant persons for networking. Identify presenters, consultants, and colleagues you would like to meet, learn from, and speak with. Please make a note to yourself specifying why you want to meet them.

STEP 6

MAKING YOUR CASE AND FOLLOW UP

This Step is when you sit down, reflect on everything you have learned and collected during the previous steps, and start preparing your application. Suppose you followed all the previous steps carefully. In that case, you have gathered all the necessary elements to convince your potential funder that it is worth investing in you.

Depending on your relationship with your potential funder, you may want to apply in writing or have a first discussion during a face-to-face meeting (this could be the case if you wish to approach your boss at your workplace).

But remember: if you have a first discussion on your request, always follow up that first discussion with a written application that explains and motivates all the elements of your request.

When writing your application, get inspiration from the templates in the Annex Section.

Writing your application is not the end of the process. You must follow up with phone calls and emails to check whether your application has been received and considered. Following up on an application is an excellent way to show that the application you submitted matters to you because you are determined to see us all at EES2024!



ACTION: Write your application and follow up.

ANNEXES

ANNEX I. INTRODUCTION TO THE CONFERENCE

Many argue that the world is in a state of polycrisis. There is a heightened sense of urgency and anxiety and an awareness that no single group or agency has a monopoly on the evidence and insight needed to respond to these crises effectively and fairly. We can no longer afford to tackle these issues with monolithic, siloed, and linear approaches. Our specialisms must combine with other areas of knowledge, such as skill sets and different perspectives. Innovative and more inclusive collaborations will support learning and enable us to leverage transformative agendas for change more effectively. We are better together.

EES 2024 allows our community to stand together, in all our diversity, to re-frame how evaluation is understood, implemented, and used. The 2024 conference presents a timely opportunity to draw on the wealth of experience of the EES constituency and leverage it to promote a positive contribution from the evaluation world. Building upon the valuable feedback received following Copenhagen 2022 and from other previous events, the EES 2024 will provide a new and even more substantial opportunity to share, learn, and come together as a community.

The 2024 conference themes reflect a different approach to learning and sharing, anchored in collaboration; the modalities combine old and trusted approaches with innovative ones. The programme will be reflective of the facility and designed to ensure that the physical space is used in the best possible way to facilitate sharing and collaboration. We aim to focus our agenda on younger and less often-heard voices on the evaluation spectrum. We also invite EES TWGs and evaluation communities of practice to work with us in shaping sessions and strands and showcase new approaches and innovative collaborations in their evaluation fields. Achieving these objectives relies on the goodwill of our whole community to embrace cooperation and inclusion in pursuing a richer, more dynamic and impactful evaluation sector.

We look forward to convening, growing, and integrating our evaluation community in Rimini in September 2024, where we will find new and better solutions to known and new problems by thinking together. After two days of professional development workshops, the Conference will engage 500-600 delegates in three days of innovative and more classical formats to exchange ideas. Keynotes, papers, panels, and poster sessions will take place alongside fishbowls, birds of a feather, and think tank sessions.

***May Pettigrew, EES President and
Tom Ling, past EES President***

ANNEX 2. DETAILS FOR THE APPLICATION LETTER

If you are writing a letter of support, we recommend you include the following details:⁵

- ▷ Start your application with the date and address.
- ▷ State the details of EES2024, including its theme and the strands, sessions, and PDW you wish to attend (Step 1).
- ▷ State the details of your previous relevant work and personal development objectives: why is the EES2024 relevant to you? (Step 4, Step 5)
- ▷ Define why the EES2024 is relevant to the organisation you are applying to (Step 4).
- ▷ Provide the details of what you would do at the Conference and, once you return, to support the funding organisation (Step4, Step5).
- ▷ Explain why you are seeking funds to finance your participation in the EES2024.
- ▷ Outline clearly the funding you seek - provide a budget breakdown (Step 2).
- ▷ End the application with the request and thank the reviewer for their consideration.

⁵ See also: [How do I Get A Travel Grant for an International Conference? \(conferencenext.com\)](https://www.conferencenext.com)

ANNEX 3. EXAMPLE 1⁶

Dear [INSERT NAME],

I want to attend the 15th European Evaluation Biennial Conference (EES2024), hosted by the European Evaluation Society and held in Rimini, Italy, from September 23rd to 27th, 2024.

EES2024 brings evaluators, evaluation scholars, students, and users together to collaborate and expand their practice through education, knowledge-sharing, and networking.

This year's theme, Better Together: Collaborative Thought and Action for Better Evaluation, features presentation topics ranging from [old and trusted approaches to learning and sharing anchored on collaboration] to innovative modalities. What I learn will directly apply to my work and advance my development as a professional evaluator.

[OPTIONAL] I would also like to attend the two following Professional Development Workshops that are offered the two days before the Conference: [provide details]

In addition to the educational benefits, EES2024 is a great way to meet like-minded professionals and expand my network. It also allows our organisation to share our work and lessons learned with the evaluation community.

To attend the Conference and achieve my goals, I am seeking sponsorship of [total amount you need] for the following expenses:

Registration: <INSERT AMOUNT>

Hotel: <INSERT AMOUNT>

Travel:

Round-trip Airfare from [INSERT YOUR DEPARTURE DESTINATION] to [INSERT YOUR ARRIVAL DESTINATION]

Train fare, etc: <INSERT AMOUNT>

Other Transportation during the Conference: <INSERT AMOUNT>

Meals: <INSERT AMOUNT>

Other incidentals : <INSERT AMOUNT>

Upon return, I would be delighted to [what are you proposing to do upon return from the Conference to support your target organisation?]

The opportunity to develop a network of contacts and gain knowledge in specific areas of evaluation makes my attendance at the EES2024 conference a wise and cost-effective investment that will benefit our organisation. Please let me know if you have any questions, or would like more information on the Conference.

Sincerely,

⁶ Template inspired on that shared in the AEA 365 blog [here](#)

ANNEX 4. EXAMPLE 2 ⁷

[INSERT DATE]

Dear [INSERT NAME],

I am writing to request [INSERT INSTITUTION/COMPANY] 's support for my participation in the 15th European Evaluation Biennial Conference (EES2024), which will occur in Rimini, Italy, from September 23rd to 27th, 2024.

The European Evaluation Society (EES) was founded in 1992 and is Europe's regional Voluntary Organization for Professional Evaluation (VOPE). The Society's primary goal is to promote the theory, practice, and use of high-quality evaluation in Europe and beyond.

I have been an EES member for [INSERT #] years, and my engagement with the EES has resulted in [INSERT BENEFITS, i.e. professional development, community-building, leadership, STEM outreach, etc.]. These skills and opportunities have been invaluable on my educational path toward my [INSERT DEGREE & EXPECTED GRADUATION DATE] from [INSERT INSTITUTION]

The EES's flagship event is the biennial Conference. Since the mid-1990s, EES conferences have brought together hundreds of evaluators and evaluation commissioners from Europe and abroad. They have made their mark in the evaluation community, offering a unique opportunity to build evaluation capacity. The link provides further details for the conference website [here](#).

The following table demonstrates areas in which [INSERT INSTITUTION/COMPANY] can provide support to offset the costs of my attending the Conference.

Item	Cost	Notes
Registration	[INSERT prices can be found here]	
Hotel	[INSERT]	The range for accommodation is xx
Travel	[INSERT]	<ul style="list-style-type: none">• Round-trip airfare from XXX to Bologna• Train fare etc
Meals/ Incidentals	[INSERT]	<ul style="list-style-type: none">• Lunch is not included in the conference fee.• Other incidentals

Through the abovementioned funding, I aim to [INSERT GOALS FOR CONFERENCE, i.e., present research, find a mentor, etc.]. This will help me in my educational journey because [INSERT REASONS].

To conclude, I respectfully request [INSERT TOTAL AMOUNT] to support my participation in the 15th European Evaluation Biennial Conference in Rimini, Italy, from 23rd to 27th September 2024.

I appreciate your consideration.

Sincerely,
[INSERT NAME & SIGNATURE]

⁷ Based on the SACNAS NDiSTEM template available [here](#)

ANNEX 5. EXAMPLE 3⁸

To:

From:

RE: Attending the 15th European Evaluation Biennial Conference

Date:

I want to attend the 15th European Evaluation Biennial Conference (EES2024), September 23-27. The biennial Conference is the EES's flagship event. Since the mid-1990s, EES conferences have brought together hundreds of evaluators and evaluation commissioners from Europe and abroad. They have made their mark in the evaluation community, offering a unique opportunity to build evaluation capacity.

The European Evaluation Society (EES) was founded in 1992 and is Europe's regional Voluntary Organization for Professional Evaluation (VOPE). The Society's primary goal is to promote the theory, practice, and use of high-quality evaluation in Europe and beyond.

At the EES2024 conference, I would get to choose from [insert number of the session when the final program is announced / or use a diverse range / of submission sessions, from conventional presentation formats like individual papers or panels to sessions that emphasise more interactive engagement such as Fishbowl sessions and our unique 'Solutions Focused Sessions' that encourage collaborative group work]. I am particularly interested in content on <topic(s)> due to my work on <current organisational projects/ priorities>. [You might include here details on how conference learning might help you improve specific processes, learn how other organisations have faced similar challenges, etc. For instance,] The discussions and information at the Conference will [INSERT BENEFITS, i.e. professional development, community-building, leadership, STEM outreach, etc.].

Examples of sessions I would like to attend include [If you are applying before the final agenda is announced, you may exclude this section]:

- o <Session Name>
- o <Session Name>
- o <Session Name>

[OPTIONAL] In addition to the conference sessions, I am also interested in attending pre-conference workshops, including:

In addition, the Conference will provide the following benefits [include the bullets most pertinent to you]:

- ▷ An opportunity to network with our peer institutions, such as <list organisations>/ <names of consultants>. I want to exchange information with them about innovative practices or ideas on addressing <current issues>. Innovative and more inclusive collaborations will support learning and enable

⁸ Inspired by the NALP template [here](#)

- us to leverage transformative agendas for change more effectively.
- ▷ Time to consult with and compare possible vendors in <areas> in the Conference's Resource Center. Vendors include search consultants, outplacement experts, technology companies, and moving companies. Changing to a remote or hybrid work environment has increased the demand for technology-forward solutions. Staying abreast of cutting-edge platforms and solutions offered by our vendors is essential.
 - ▷ This is a forum to learn about potential evaluation companies and consultants. The field has undergone many changes and advancements over the past several years. The Conference will provide a valuable opportunity to begin forging relationships with both those new to the field and those who have been there for a long time.
 - ▷ This is a chance to network with and learn from evaluation professionals at other organisations. I want to solidify relationships with other evaluators and professionals and discuss best practices on various topics so I can learn new ideas for our organisation.
 - ▷ Skills development for me. In particular, the Conference will enhance my work on <any professional goals set jointly with supervisor>. Skills I expect to gain or improve at the Conference include <skills>.

During the Conference, I will keep up with my regular day-to-day responsibilities by <detail plan here, i.e. delegation of duties, etc.>.

After the Conference, I plan to share information gained by *[list possible ways, such as briefing colleagues on the conference highlights, scheduling a time for a short presentation and Q&A with your colleagues on lessons learned, writing summaries of programs for colleagues, or sharing handouts from specific sessions with other staff members]*.

I am requesting funding for the registration fee, airfare, lodging, meals, and other miscellaneous travel expenses. The prices listed are in EURO.

The breakdown of these estimated costs is:

Item	Cost	Notes
Registration	[Attendees can find the prices here]	
Hotel	[INSERT]	The range for accommodation is xx
Travel	[INSERT]	<ul style="list-style-type: none"> • Round-trip airfare from XXX to Bologna • Train fare etc
Meals/ Incidentals	[INSERT]	<ul style="list-style-type: none"> • Lunch is not included in the conference fee. • Other incidentals

The opportunity for me to gain information and knowledge in <areas>, grow our contacts, and develop professionally would make this a wise investment.

Thank you for considering this request.

Sincerely,
[INSERT NAME & SIGNATURE]

ANNEX 6. BIBLIOGRAPHY AND ADDITIONAL RESOURCES

Academic Conference Funding - How to Get the Right Loan to Attend Your Conference - Capturing-The-Gains 2022

<https://www.capturingthegains.org/academic-conference-funding-how-to-get-the-right-loan-to-attend-your-conference/>

Conferences: Relevant & Convincing Boss for Attendance

<https://www.eicc.co.uk/ideas-hub/why-conferences-are-more-relevant-than-ever-and-how-to-convince-your-boss-to-let-you-attend/>

European Evaluation Society Conference | Eval Forward. <https://www.evalforward.org/events/european-evaluation-society-conference-2024>

Funding Your Way to a Conference

<https://www.sacnas.org/conference-funding-guide>

How can I use Conference Participation to Develop Potential Partners?

<https://www.sbir.gov/tutorials/finding-partners/tutorial-1>

How can you apply for conference grants?

<https://www.linkedin.com/advice/1/how-can-you-apply-conference-grants-skills-conferences>

How can you fund your Conference more effectively?

<https://www.linkedin.com/advice/3/how-can-you-fund-your-conference-more-effectively>

How do I Get A Travel Grant for International Conference?

<https://conferencenext.com/blog/how-do-i-get-a-travel-grant-for-international-conference/>

International Conference ABZ 2021 virtually hosted by SP - Universität Ulm.

<https://www.uni-ulm.de/in/sp/institute/news-detail/article/abz2021/>

Justify Your Attendance.

<https://www.evaluationconference.org/Attendees/Justify-Your-Attendance>

NALP - National Association for Law Placement | Making the Best Case for NALP Conference Attendance.

<https://www.nalp.org/makingthebestcase>

Write a Conference Justification Letter in 7 Steps

https://blog.pcnametag.com/conference-justification-letter?hs_amp=true

Writing a Funding Proposal - World Alliance for Citizen Participation (CIVICS)

<https://www.civicus.org/documents/toolkits/Writing%20a%20funding%20proposal.pdf>