To:

Subject: Exxat’s Annual User Conference

Our clinical education management partner Exxat has announced their 2017 User Conference.

They are expecting 100 clinical educators from around the country to gather, learn, and share ideas on October 11 and 12, 2017 in Columbus, OH. The conference will include presentations by the Exxat team, breakout discussions and networking opportunities with other clinical education professionals and 1 on 1 time with the Exxat team.

This year’s sessions include:

Problem Solving Student Documents & Compliance

Your Toolbox for Didactic Support, Curriculum Mapping, and Accreditation

Site Visit Innovation for Improved Clinical Relationships

Perfecting Your Placement Process: Placing Students for Success

Just the Facts: Information Collection & Sharing

Making the Most of Clinic Deliverables

Evaluation Tools, Tips & Tricks

Optimizing Slots, Instructors, & Preceptors in a Competitive Environment

Streamlining Individual, Group & Shared Contract Processes

Administrative Workflow Challenges in a World of Churn

The fee for this conference is $249. It includes:

* 2 full days of presentations, discussions, and workshops
* Optional 1 on 1 meeting with the Exxat Team
* Conference PPTs and other materials
* Breakfast, lunch, beverages, and snacks throughout the conference
* 1 dinner with the Exxat Team and other attendees

Additional expenses would include:

PT ONLY: This event coordinates with ELC to maximize attendees and minimize our expenses.

I would be happy to write a post-conference report detailing what I learned and what changes we can implement in our department.

Thank you for considering this request. Please let me know if there are any questions I can answer about this conference.

Sincerely,