

To:

Subject: Exxat's Annual User Conference

Our clinical education management partner Exxat has announced their 2018 User Conference.

They are expecting 100 clinical educators from around the country to gather, learn, and share ideas on October 10 and 11, 2018 in Jacksonville, FL. The conference will include presentations by the Exxat team, breakout discussions and networking opportunities with other clinical education professionals, plus 1-on-1 time with the Exxat team.

This year's topics include:

Site Management & Interaction

Student Placement Methods, Tools & Best Practices

Optimizing Evaluations

Accreditation Tools for Today & Tomorrow

Next STEPS: A Discussion of New Features & Enhancements

Leveraging Community: Exxat's New Community Forum

The fee for this conference is \$249. However, we can receive an Early Bird discount if we register before June 1, 2018. The conference fee 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,