# Request for Approval to Attend AGILE 2026 Conference

Dear [Manager’s Name],

I’m writing to request approval to attend **AGILE 2026 – Axxess Growth, Innovation and Leadership Experience**, taking place on **May 4–6, 2026** at the Fairmont Hotel in Dallas, Texas.

AGILE is Axxess’ annual conference where care-at-home professionals from around the country meet to share ideas, explore new technologies and learn from each other’s experiences. Over 1,000 attendees are expected, including industry experts, Axxess team members, peers from organizations like ours who use Axxess solutions and others who are dedicated to improving care in the home.

The agenda includes more than 20 sessions on leadership, innovation, and the role of technology and AI in healthcare. I’ll be able to choose sessions that align with our team’s goals and my own professional development priorities, including interactive workshops and educational sessions.

**What I’ll gain by attending AGILE 2026:**

AGILE 2026 will help me build relevant skills, stay current with industry trends, and make meaningful connections that can directly benefit our organization. By attending, I will:

* Be eligible to earn **up to 24 clinical continuing education units (CEUs)**to support my professional development
* Participate in interactive workshops and educational sessions relevant to care-at-home roles
* Meet 1:1 with Axxess solution experts to ask questions and learn best practices
* Hear from the CEO, keynote speaker and industry leaders on the future of healthcare
* Get early access to new feature releases and AI functionalities, including live demonstrations
* Attend the AGILE Distinction Awards to learn from top performing organizations
* Network with peers and industry professionals to exchange ideas and build connections
* Learn about new tools and solutions at the AGILE Innovation Showcase that will help our organization streamline operations, decrease costs, grow revenue, ensure compliance and improve patient outcomes

**What I’ll focus on for our organization:**  
  
I’ll be looking for ideas and best practices that could help with these projects and initiatives:

[Insert project or initiative]

[Insert project or initiative]

[Insert project or initiative]

**Estimated Costs:**

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| --- | --- | --- |
| **Expense Type** | **Estimated Cost** | **Notes** |
| Conference Registration | $ | $649 – Early bird admission |
| Lodging | $ | Room block available at the Fairmont Dallas, rooms starting at $215 per night. All group rates are available until April 13, 2026. |
| Meals | $ | Conference registration includes: breakfast on Tuesday and Wednesday; lunch on Tuesday and Wednesday; heavy hors d’oeuvres on Monday and Tuesday evening. |
| Airfare | $ | Dallas Love Field (DAL) – 5.8 miles from the Fairmont Dallas  Dallas Fort Worth International Airport (DFW) – 19.2 miles from the Fairmont Dallas |
| Ground Transportation | $ | Rideshare from DAL to the Fairmont Dallas – Approx $20   Rideshare from DFW to the Fairmont Dallas – Approx $50  The AGILE Red Party at the Dallas Museum of Art – 0.2 miles from the Fairmont/5-minute walk |
| Other (rentals car, parking, incidentals, etc.) | $ | Fairmont Dallas Valet (optional) – Daily Overnight $54.00 |
| Total Estimate | $ |  |

Upon return, I will provide a post-conference report ([download the post-conference summary template here](https://www.axxess.com/assets/images/pages/agile/Post-Conference-Summary-Template.docx)) summarizing key takeaways, best practices and recommendations to maximize our current investments and improve outcomes.

You can find more details about the event, as well as takeaways from past attendees, at https://www.axxess.com/agile. Please let me know if I have your approval to attend. Early registration and travel booking will help reduce overall costs.

Thank you for considering this request.

Sincerely,  
<Your name>