

Dear [Supervisor's Name],

I am seeking approval to attend the 2026 NACAS C3X Annual Conference & Expo, the premier event for college auxiliary services professionals focused on innovation, operations, and the evolving campus experience. This conference brings together higher education leaders and business partners to explore practical solutions, emerging trends, and strategic opportunities impacting auxiliary and campus services.

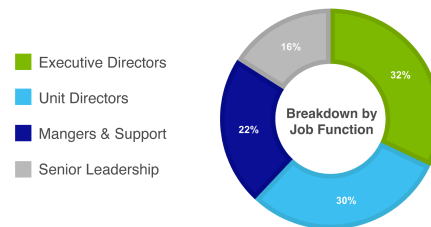
### Event Details

Event: NACAS C3X Annual Conference & Expo

Dates: September 27–30, 2026

Location: Chicago, IL

2025 C3X Conference & Expo Attendees



The C3X Annual Conference & Expo offers a comprehensive program designed to support professional growth and operational excellence, including:

- 50+ educational sessions covering key areas such as dining, retail, housing, facilities, finance, and student engagement
- An expansive expo hall showcasing innovative products, services, and solutions from industry-leading partners (170+ exhibitors)
- Networking opportunities with peers from 200+ institutions across the country to share insights and best practices
- Interactive discussions focused on addressing current challenges and identifying future opportunities in auxiliary services

Attendance would directly benefit our institution by providing access to actionable strategies, new ideas, and proven approaches that can enhance our operations, improve the student experience, and support our long-term goals. The opportunity to engage with peers and industry experts will also strengthen my ability to bring forward innovative solutions and informed perspectives.

This event consistently attracts professionals from a wide range of institutions, creating a valuable environment for collaboration and knowledge exchange that supports both immediate improvements and long-term planning.

I am confident that participating in the NACAS C3X Annual Conference & Expo would be a meaningful investment in my professional development and our institution's continued success. I would welcome the opportunity to discuss this request further and outline how key takeaways can be applied within our department.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Institution Name]