



To: \_\_\_\_\_

Date: \_\_\_\_\_

**Subject: Attending the 6<sup>th</sup> Facilities and Campus Energy Summit**

Ascentis Strategies Institute, an education-based organization, is hosting their 6th annual senior level Facilities and Campus Energy Summit in person May 12 – 13, 2026 in Washington, D.C. and I would like to attend this event. The summit serves as a multi-sector collaborative forum for large built environments that are working to improve their overarching energy efficiencies, resiliency, and reliability in a financially sustainable manner throughout the planning, design / build, retrofit, and daily O&M phases.

It brings together leaders from higher education universities, healthcare systems and hospitals, large federal facilities and defense installations, and life sciences campuses who all share in having large energy footprints, critical power needs and a mix of old and new build. Joining these sectors will be leaders within academia, research labs, and industry in order for all to learn from one another and expand collaborative networks for future information sharing.

This is a unique opportunity for me to learn best and emerging practices from peers and colleagues across these sectors that normally I do not have the opportunity to interact with on topics that are directly related to my lines of responsibility. The increased knowledge of best practices and insight into the latest technical innovations will lead to both myself and our organization operating more efficiently.

Throughout the summit I will attend technical sessions and senior leadership plenary panels that apply directly to my role and have opportunities to meet with industry representatives to learn about emerging technologies and solutions that can help support our organizational goals.

The full conference schedule includes over 40 expert speakers, 9 panel sessions and over 10 technical sessions. There are no tracks so I will be able to attend all sessions. I have attached the full agenda in PDF for your review.

You can view a video summary from 2025 participants, testimonials and full summit topics and speaker line up on the summit here: <https://facilitiesenergy.ascentisgrp.com/>

Thank you for your consideration and please let me know if you have any questions.

Sincerely,

<your name here>

Expense Worksheet on Page 2

## Expense Worksheet

Expense	Information	Cost
Registration fees	<ul style="list-style-type: none"> <li>Check the <a href="#">registration page</a> for exact rates that apply to you</li> <li><b>Building Owners /Operators and government personnel attend for FREE</b></li> </ul>	\$
Food and beverage	<ul style="list-style-type: none"> <li>Registration includes daily light breakfast, full buffet lunches, morning and afternoon snacks and water, coffee and tea throughout the summit on May 12 and May 13</li> </ul>	\$ 0.00
Additional food per diem	<ul style="list-style-type: none"> <li>Travel days and dinners if applicable</li> </ul>	\$
Lodging		\$
Flight / Transportation		\$
Parking Reimbursement	<ul style="list-style-type: none"> <li>Daily parking near venue in public garages averages \$20 per day</li> </ul>	\$
Estimated subtotal		\$