**Tuesday 28th October 2025**

**MaRS Discovery District, Toronto**

**Assistive Technology Conference**

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# Line Manager Approval Template

**Subject: Request to Attend AT Exchange Event on October 28th**

Dear [Manager's Name],

I'm writing to request approval to attend the AT Exchange event, a free, in-person event on October 28th in Toronto. This event is specifically focused on advancing the use of assistive technology (AT) for individuals with disabilities and neuro differences, a topic that directly supports our organization's goals for inclusivity and accessibility.

AT Exchange provides a unique opportunity to gain valuable insights, network with experts, and explore innovative solutions firsthand. It brings together a diverse group of professionals within education and the workplace, including AT, Disability, Inclusivity and Healthcare Practitioners, Educators and Policy Makers.

Its itinerary, from 10:00 am to 3:45 pm, is designed for a rich exchange of ideas and practical knowledge. The schedule includes six product-focused presentations, dedicated exhibition time for one-on-one discussions with vendors, insight from a guest speaker and roundtable sessions on key assistive technology themes.

I have reviewed the event website at:

[www.techedology.com/techedology-at-exchange-october-2025/](http://www.techedology.com/techedology-at-exchange-october-2025/) and attending this event would offer several key benefits for our organization:

* Enhanced Knowledge: The presentations and expert advice will provide insights into cutting-edge assistive technologies and best practices, helping to inform our strategies and keep us at the forefront of providing an inclusive environment.
* Networking and Collaboration: This is a valuable opportunity to connect with other professionals and organizations in the AT space, which could lead to future collaboration and shared learning.
* Practical Solutions: I'll be able to identify specific tools and resources through the exhibition and one-on-one discussions that can directly address our accessibility and inclusivity challenges.

Since the event is free to attend, the only costs would be for travel or accommodation. I'm happy to discuss how any potential travel costs can be managed effectively. Please let me know if you have any questions or would like to discuss this further. Thank you for your consideration.

Yours sincerely