

JUSTIFICATION LETTER

Attending the 2026 Versaterm Users Conference

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Agency/Office Name:

Address:

RE: 2026 Versaterm Users Conference Request

[Supervisor Title & Name],

I am writing to request your approval to attend the 2026 Versaterm Users Conference, on September 28-October 1, 2026, in Ottawa, Ontario, Canada. This important event brings together an unmatched educational program to gain key insights from our peers and the experts at Versaterm on their entire platform of solutions. Participation will help ensure our team can effectively evaluate and adopt technologies that improve service and operational effectiveness.

Once again, they will be combining efforts into one exciting conference including Versaterm users, Aloft users, DroneSense users and Forensics (JusticeTrax) users. **400+ public safety professionals** attend Versaterm's conference to learn from their peers, share insights and attend training workshops.

Attendance will help our team maintain a clear understanding of the technology landscape and apply insights to optimize our existing products. It spans three full days, featuring a diverse range of training opportunities, including expert-led breakout sessions, user-oriented presentations and invaluable insights into Versaterm's product roadmap. Additionally, expert speakers and panels will address highly requested topics, including public safety policy, community engagement, responder wellness, DFR, AI and automation in operations, data-driven decision-making and forensic management.

By engaging directly with Versaterm's developers and support team, I'll have the chance to pose detailed technical questions and discuss our specific needs.

This is an especially important year for me to keep up with changes and how to be more efficient as we continue to explore new options. My attendance will benefit these initiatives:

- [initiative, project, goal]
- [initiative, project, goal]
- [initiative, project, goal]

Below is an estimated cost breakdown for the entire event:

Registration	Airfare/Travel	Transportation	Hotel	Meals	Total
\$	\$	\$	\$	\$	\$

When I return from the conference, I will share my key takeaways with the team that will help our agency in the ever-changing public safety environment.

Thank you for your consideration.

Sincerely,

[Your Name]

Versaterm Users Conference

September 28 - October 1, 2026

Ottawa, ON