

# JUSTIFICATION LETTER

## Attending the Versaterm Re:Invent Users Conference

*You may customize this content to fit your situation and how you are submitting it (letter/email)*

[Supervisor Title & Name],

I am writing to request your approval to attend the 2025 Versaterm Re:Invent Users Conference, on November 3-6, 2025, in Salt Lake City, Utah. This important event brings together an unmatched educational program to gain key insights from our peers and the experts at Versaterm and their entire ecosystem of solutions. This knowledge will help us serve our community and its members better.

Once again, we will be combining efforts into one exciting conference including the Versaterm users and JusticeTrax users. **400+ public safety professionals** attend Versaterm's conference and 80+ Forensic Science professionals attend JusticeTrax's conference to learn from their peers, share insights and attend training workshops.

Attending this event gives us access to important updates that will empower us 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.

By engaging directly with Versaterm's ecosystem of developers and support team, I'll have the chance to pose detailed technical questions and discuss our specific needs, and thereby fostering a stronger partnership with Versaterm.

Our communities continue to expect more from us each day, and this is an opportunity for us to enhance our capabilities and leverage our resources effectively. Attending this event would allow us to stay ahead of the curve and maximize our potential. To this point, my focus at the Versaterm Re:Invent Users Conference will be on solutions for these areas: [initiative, project, goal]

- [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,



## Who Should Attend?

Versaterm welcomes existing users from its ecosystem and invites public safety organizations that are considering Versaterm. The presentation and workshop topics will appeal to a wide variety of professionals that work within public safety, forensics, and judicial fields, such as but not limited to:

-  Administration
-  IT/Infrastructure
-  Records Management
-  Case & Court Management
-  Call Handling & Dispatch
-  Patrol
-  Crime Labs & Forensic Units
-  School Safety
-  Property & Evidence
-  Investigation
-  LIMS Users & Administrators
-  School District Administrators

## Topics Covered

- ▶ Call Handling
- ▶ Investigation & Analysis
- ▶ School Safety
- ▶ Early Intervention
- ▶ Dispatch/CAD
- ▶ Records Management
- ▶ Victim Notification
- ▶ Evidence Management
- ▶ Connected Officer (MDT, Mobile, MRE)
- ▶ Data Collection Requirements (NIBRS & CCJS)
- ▶ Body Cameras, In-Vehicle & Interview Room Video Solutions
- ▶ Lab Information Management
- ▶ Field Response & Reporting
- ▶ Prosecution, Courts, & Justice
- ▶ Professional Standards
- ▶ Community Engagement

## Schedule At A Glance

The 2025 Versaterm Re:Invent Users Conference offers education and networking with access to experts in and around the public safety & forensic fields as well as thousands of your fellow chiefs and future leaders. Please visit the [conference site](#) for the most up-to-date information.

<b>Monday, November 3</b>	Conference Registration Open	12:00pm – 7:00pm
	Welcome Reception	7:00pm – 10:00pm
<b>Tuesday, November 4</b>	Breakfast & Registration	7:00am – 8:30am
	Opening Ceremonies	8:30am – 8:50am
	Keynote/Plenary Sessions	8:50am – 11:00am
	Education Breakout Workshops	11:00am – 4:00pm
	Technology & Services Showcase	5:30pm – 8:30pm
	Evening Networking Event	8:30pm – 11:00pm
<b>Wednesday, November 5</b>	Breakfast & Registration	7:00am – 8:30am
	Daily Announcements	8:30am – 8:45am
	Innovation Award Presentations	8:45am – 9:50am
	Plenary Sessions	9:50am – 11:00am
	Education Breakout Workshops	11:00am – 4:00pm
	Evening Networking Event	8:30pm – 11:00pm
<b>Thursday, November 6</b>	Breakfast & Registration	7:00am – 8:30am
	Daily Announcements	8:30am – 8:45am
	Plenary Sessions	8:45am – 9:30am
	Education Breakout Workshops	9:30am – 3:00pm
	Closing Ceremonies	3:00pm – 4:00pm
	Client Appreciation Night	5:45pm – 12:00am

*\*Schedule is tentative and subject to change.*