

Attending the Athena by Versaterm Training Symposium

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[Supervisor Title & Name],

I am writing to request your approval to attend the 2026 Athena by Versaterm Training Symposium on April 16, 2026, in Allen, Texas. This one-day complimentary training brings together Athena by Versaterm experts and users for focused instruction on RMS, CAD and MDC workflows, reporting accuracy and compliance considerations including NIBRS updates. The symposium provides practical, role-based education designed to strengthen daily operational use of Athena by Versaterm.

Attending this event will give me access to structured classroom training, breakout sessions tailored to operational responsibilities and direct engagement with Versaterm product and support teams. This will allow me to ask detailed workflow questions and better understand how we can optimize our use of Athena by Versaterm within our agency.

The symposium is TCOLE eligible. Required documentation including roster, lesson plans and instructor biographies will be provided to support self-reporting for credit.

Our agency relies on accurate reporting, consistent workflows and strong system understanding. This training will help ensure we are maximizing the value of Athena by Versaterm software across records, patrol and dispatch operations.

To this point, my focus at the Athena by Versaterm Training Symposium will be on the following:
[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, I will share key takeaways and applicable best practices with the team to support improved operational consistency.

Thank you for your consideration.

Sincerely,



Who Should Attend?

Versaterm welcomes existing Athena by Versaterm users across public safety agencies. The training sessions are designed for professionals responsible for daily system use and operational oversight, and is appropriate for both frontline users and leadership seeking deeper system alignment, including:

-  Records Staff
-  Officers & Patrol Users
-  Dispatchers
-  Supervisors & Administrative Personnel

Topics Covered

- ▶ RMS workflows including incident and arrest reporting
- ▶ User roles, system access and administrative considerations
- ▶ CAD and MDC mapping and situational awareness support
- ▶ End-to-end workflow alignment from call entry through report completion
- ▶ Reporting outputs, parameters and interpretation
- ▶ Reporting and compliance considerations including NIBRS updates

Schedule At A Glance

The 2026 Athena by Versaterm Training Symposium offers focused education and direct engagement with Athena by Versaterm experts. Sessions are designed around real-world operational scenarios and common field questions. Please visit the [symposium site](#) for the most up-to-date information.

Tuesday, April 16, 2026	Breakfast & Registration
	Opening Presentation
	Plenary Session
	Breakout Sessions
	Lunch Provided
	Breakout Sessions
	Extended Breakout Sessions
	Conclusion

**Schedule is tentative and subject to change.*