## Email Template

**< Date >**

Dear **< supervisor’s name >**,

I would like to request permission to attend Vision FirstNet Users Summit 2025 located in Indianapolis, IN hosted by the Public Safety Broadband Technology Association (PSBTA). The Vision Summit is a conference for FirstNet users and eligible users. Their mission is to ensure every organization and person involved in safety, security, emergency, and crisis response have the knowledge, tools, and technology they need to keep themselves and their communities safe. Attending this conference will enable me to learn current best practices, network with experts and colleagues from across the country, and discover new industry resources and advances in technology specific to the field of public safety.

The Summit provides Targeted content for all FirstNet Eligible users, their Technical Support teams, and Administrative Leadership. Primary and Extended Primary users include First Responders, Dispatch Communications, Emergency Management, Emergency Planning Teams, and all First Responder Supporting Agencies and Services (hospitals, transportation, public utilities, & other agencies who may provide critical support to an incident).

Inclusive interoperability: From the Unified Command perspective for eligible users – Fire/EMS/Law Enforcement/Emergency Management/Public Works & Infrastructure/Utilities/Other Support Functions

[**What is the**](https://www.casecec.org/) **PSBTA?**

The mission of the Public Safety Broadband Technology Association is to empower the first responder community by providing them with the tools and resources necessary to participate in the overall success of the network. This includes training a new generation of public safety professionals on the fundamentals of the network by providing access and a platform to trade ideas, innovations, best practices and lessons learned that will lead to smarter and more effective public safety services.

[**Benefits of Attending**](https://www.casecec.org/the-case-conference)

After reviewing the [**conference sessions**,](https://vision.thepsbta.org/2025-schedule/) I have identified several education sessions that would be of great benefit to our agency. The presentations are facilitated by both industry experts and colleagues. Incidentally, I have only listed some of the sessions that I will attend. Including them all would make this email much too long, but I am happy to have a follow up discussion regarding the learning opportunities!

**< You will need to insert the session descriptions which align to your leadership growth plan.**

[**Expense**](https://www.casecec.org/the-case-conference)

**< The numbers in brackets below will need to be adjusted to reflect the current pricing. All registration fees are listed here. The travel costs vary as well and should be changed to reflect your costs. >**

**< You will need to insert your travel cost numbers in here >**

Here is the breakdown of conference costs:
Roundtrip Airfare: **<$xxxx>**
Transportation: **<$xxxx>**
Hotel: **<$209 + tax/night>**
Meals: **<$xxxx>**
**Early Bird** Conference Fee:**<$xxxx>**

The total costs associated with attending this conference: **<$xxxx>**.

The opportunity for me to connect with industry peers and learn with, as well as from them, is a unique experience that should not be missed. My attendance at this event is an investment opportunity for our entire agency. I would be honored to represent **<name of your organization>** at the **Vision FirstNet Users Summit 2025.**

Sincerely,

< your name here >