

SPIE. INVITATION LETTER REQUEST FORM

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SPIE STAFF USE ONLY

LOG #

E-MAILED

MAILED

Date Form Submitted to SPIE:

INSTRUCTIONS and INFORMATION FOR SPIE AUTHORS AND VOLUNTEERS

- You must be listed as an author, chair, or committee member of this conference or your request will not be processed
- If you need to be added to a paper, only the SPIE Contact Author can request to add additional authors to their paper
- Complete one form per person; type the information into this form; hand-written forms will **NOT** be accepted
- Return this form to the Invitation Letter Processing Department by email: InvitationLetters@SPIE.org
- Requests are processed and sent based on the order received, and the date of the conference
- All letters of invitation will be sent to you first by email (as a PDF attachment, usually within 3 weeks), then by first class post
- SPIE is unable to contact Embassies or Consulates in support of an individual attempting to attend an SPIE conference

SPIE Presentation Date:

SPIE Conference Location:

SPIE Conference Title:

SPIE Paper Title:

Paper Number [xxxx-xx]:

Presenting more than one paper? List other papers under "Additional Information" below.

PASSPORT INFORMATION

Enter your name below exactly as it appears on your passport.

Any differences between the name on your passport and the name on your invitation letter could lead to a delay and/or denial of your visa.

☐ Check box if name on Passport is spelled differently than name on papers submitted to this conference; List name on paper:

Prefix (Dr., Prof., Mr., Mrs., Ms.):

First (Given) Name:

Middle Name:

SURNAME (FAMILY Name):

Passport Number:

Date of Birth (i.e., 2 March 1965):

Nationality:

Gender:

☐ Male

☐ Female

MAILING ADDRESS FOR INVITATION LETTER

Select Address Type:

☐ Home Address (recommended)

☐ Business Address

Business or University Name:

Department and/or Office Number:

Street Address (Number, Street, Apartment/Unit):

City:

Postal Code:

Phone Number (will be included on mailing envelope):

State/Province:

Country:

Fax Number:

Applicant's Email Address:

Additional Information

- If you are applying with a colleague or group that needs to be processed together, list author name(s) and paper number(s)
- If you want additional SPIE papers to be included in your invitation letter, list paper title(s) and paper number(s)
- If a family member will be attending the conference with you, and needs to apply for a visa, list their relation to you, and passport information