

# SPIE. INVITATION LETTER REQUEST FORM

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](mailto:InvitationLetters@SPIE.org)
- Requests are processed and sent based on the order received, and the date of the conference
- The invitation letter will be sent to you by email (as a PDF attachment, usually within 3 weeks), and by post if requested
- SPIE is unable to contact Embassies or Consulates in support of an individual attempting to attend an SPIE conference

SPIE Presentation Date:	<input type="text"/>	SPIE Conference Location:	<input type="text"/>
SPIE Conference Title:	<input type="text"/>		
SPIE Paper Title:	<input type="text"/>		
Paper Number [xxxxx-xx]:	<input type="text"/>	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.

Prefix (Dr., Prof., Mr., Mrs., Ms.):	<input type="text"/>	Passport Number:	<input type="text"/>
First (Given) Name:	<input type="text"/>	Date of Birth (i.e., 2 March 1965):	<input type="text"/>
Middle Name:	<input type="text"/>	Nationality:	<input type="text"/>
SURNAME (FAMILY Name):	<input type="text"/>	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female

Check box if name on Passport is spelled differently than name on paper(s) submitted to this conference; List name on paper:

## CONTACT INFORMATION FOR INVITATION LETTER

Applicant's Email Address:	<input type="text"/>		
Do you need the original hard copy letter sent to you by post?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Select Postal Address Type:	<input type="checkbox"/> Home Address (recommended)	<input type="checkbox"/> Business Address	
Business or University Name:	<input type="text"/>		
Department and/or Office Number:	<input type="text"/>		
Street Address (Number, Street, Apartment/Unit):	<input type="text"/>		
City:	<input type="text"/>	State/Province:	<input type="text"/>
Postal Code:	<input type="text"/>	Country:	<input type="text"/>
Phone Number (will be included on mailing envelope):	<input type="text"/>	Fax Number:	<input type="text"/>

### 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