

American Water Resources Association

Letter of Invitation Request Guidelines and Form



AWRA

Community, Conversation, Connections

Individuals traveling from outside of the United States wishing to attend AWRA's Annual Conference, November 5 – 9, 2017 in Portland, Oregon, USA, may request a Letter of Invitation to the conference.

Information and instructions on requesting a Letter of Invitation to the above AWRA Annual Conference are contained herein.

General Information/Guidelines

Eligible applicants

Individuals requesting a Letter of Invitation to the conference must be:

- A member of the water resources profession (applicants should be prepared to provide evidence of their participation in the profession).
- Prepared to register for the conference for which they are requesting an Invitation. Rates are determined by the date you register, not the date you request a Letter of Invitation. Pre-registration is encouraged. To register, visit: www.awra.org. You may also register at the conference.

Individuals do not have to be a member of the Association to request a Letter of Invitation.

Purpose and Content of the Letter of Invitation

Letters of Invitation to the conference may be issued to validate your intent to participate in the conference. Such letters may be used to support an individual's request for company or governmental clearance to attend the conference.

A Letter of Invitation issued by AWRA will:

- Be addressed directly to the individual requesting the invitation
- Include the name, date, and location of the conference
- Indicate the individual's responsibility for all expenses related to his/her participation in the conference (including registration, travel and accommodations)
- Be signed by an authorized AWRA representative

Processing Fee

A non-refundable processing fee of \$100 will be assessed for each Letter of Invitation request and must be paid when the request is made.

Cancellations and Refunds

All conference registration cancellation and substitution requests must be sent in writing to AWRA Headquarters. No requests for refunds will be accepted after October 16, 2017.

All conference registration cancellation requests received by October 16, 2017, will receive a full refund minus a 25% processing fee. After October 16, 2017, no refunds will be permitted. Request for a Letter of Invitation will be accepted until October 16, 2017. If you have any travel related circumstances that prevent your attendance, the above policy remains in effect. The \$100 fee for requesting a Letter of Invitation is not refundable.

Delivery of Letter of Invitation

A Letter of Invitation will be delivered to the applicant by e-mail

as requested by the applicant. An additional copy of the letter will be sent to the e-mail address requested on the form below. Approved requests will be processed within one week of receipt of payment a completed, qualified Letter of Invitation request form.

Disclaimer

AWRA reserves the right to decline any request for a Letter of Invitation. If AWRA declines a request, the \$100 processing fee will not be assessed by AWRA.

AWRA has no influence on an individual's application to a U.S. Embassy or other agency for a visa to travel to the United States and is not responsible for the outcome of an individual's visa application. Please see: <http://travel.state.gov/>.

For questions regarding your Invitation Request, please contact the AWRA Headquarters call +1 (540) 687-8390.

Frequently Asked Questions about Requesting a Letter of Invitation

- Q Do I have to be a member of AWRA to request a Letter of Invitation?
- A No, you do not have to be a member of AWRA to request a Letter of Invitation. However, individuals requesting a Letter of Invitation to the conference must be:
- A member of the water resources profession (applicants should be prepared to provide evidence of their participation in the profession)
 - Prepared to register for the conference for which they are requesting an Invitation. Rates are determined by the date you register, not the date you request a Letter of Invitation. Pre-registration is encouraged.
- Q May I receive a Letter of Invitation before I register for the conference?
- A Yes, you must be prepared to register for the conference.
- Q Can I request and receive a Letter of Invitation for the conference, but register for the conference onsite?
- A Yes, registration rates are determined by the date you register not the date you request a Letter of Invitation. Pre-registration is encouraged.
- Q Is the \$100 processing fee included in the registration fee?
- A No, the \$100 processing fee is *in addition* to the registration fee and should be paid using the attached form.
- Q How long will it take to process my request for a Letter of Invitation?
- A Approved requests will be processed within one week of receipt of a completed request form.
- Q Who can I call and talk to about this invitation application and registration?
- A You may call AWRA Headquarters at +1(540) 687-8390.

AMERICAN WATER RESOURCES ASSOCIATION

4 WEST FEDERAL STREET ♦ P. O. BOX 1626 ♦ MIDDLEBURG, VA 20118-1626
PHONE: (540) 687-8390 ♦ FAX: (540) 687-8395 ♦ WWW.AWRA.ORG

Annual Conference Letter of Invitation Request Form

AWRA's Annual Conference, November 5 – 9, 2017 in Portland, Oregon, USA.
Request for Letter of Invitation will be accepted until October 16, 2017.

Remember AWRA has no influence on Visa decisions. Please request early to avoid delays from the issuing agency.

Section 1: Your Information

Name _____
(As it appears on your passport.)
Country of Passport Issuance: _____
Passport Number _____
Company _____
Address 1 _____
(Physical address only; no Post Office Box addresses accepted)
Address 2 _____
City _____
State/Province _____
ZIP/Postal Code _____
Country _____
Country Code _____
City Code _____
Telephone Number _____
Fax Number _____
E-mail Address _____
Web Address _____

Please describe your employer:

- Educational Institution
 Federal Government
 Industry
 Local/Regional Government
 NGO
 Consulting Firm
 Other: _____

Section 2: Letter of Invitation Information

The Letter of Invitation will be delivered electronically to the supplied e-mail address. Please indicate if you wish it to be forwarded to any other e-mail address below:

Additional E-mail: _____

Due to cost constraints AWRA will only deliver the letter via e-mail.

Section 3: Cancellations & Refunds

All conference registration cancellation and substitution requests must be sent in writing to AWRA Headquarters. **No requests for refunds will be accepted after October 16, 2017.**

All conference registration cancellation requests received at AWRA by October 16, 2017, will receive a full refund minus a 25% processing fee. After October 16, 2017, no refunds will be permitted. No exceptions! If we do not hear from you, we will assume your visa application has been processed and a visa has been issued. If you have any travel related circumstances that prevent your attendance, the above policy remains in effect. The \$100 fee for requesting a Letter of Invitation is not refundable.

Section 4: Payment Information

I authorize AWRA to charge the credit card listed below a non-refundable \$100.00 Letter of Invitation processing fee. AWRA also accepts checks or money orders in US dollars only, payable to the American Water Resources Association.

VISA MasterCard American Express Diners Discover

Card #: _____ Exp Date: _____ CSC Code: _____ Billing Address of card: _____
(If different from above.)
Cardholder Name: _____ Signature: _____ City: _____ State: _____ Zip: _____

Be Advised:

AWRA reserves the right to decline any request for a Letter of Invitation. If AWRA declines a request, the \$100 processing fee will not be assessed by AWRA. AWRA has no influence on an individual's application to a US Embassy or other agency for a visa to travel to the United States and is not responsible for the outcome of an individual's visa application. A letter of invitation is but one piece of information a Visa applicant needs to present in order to be successful. Please see the US Department of State's website regarding Visa issuance. <https://travel.state.gov>

A completed application and payments must be submitted together to AWRA Headquarters via email (mike@awra.org), fax or mail to AWRA Headquarters at the address listed below.

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