

# American Water Resources Association

## Letter of Invitation Request Guidelines and Form



**AWRA**

Community, Conversation, Connections

Individuals traveling from outside of the United States to attend AWRA's Annual Water Resources Conference; Red Lion Hotel, Seattle, Washington, USA, November 9-12, 2009, may request a Letter of Invitation to the conference.

Information and instructions on requesting a Letter of Invitation to the AWRA Annual Water Resources 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).
- Fully registered - including payment in full – for Conference for which they are requesting an Invitation. If you need to register, visit: [www.awra.org](http://www.awra.org).

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 \$50 will be assessed for each Letter of Invitation request. Exception: If more than one individual from a single organization requests a Letter of Invitation for the Conference, the fee of \$50 will be waived for each individual request and replaced by a \$100 group processing fee.

### Cancellations and Refunds

All cancellation and substitution requests must be sent in writing to AWRA Headquarters. No requests for refunds will be accepted after October 19, 2009.

All cancellation requests received at AWRA by October 19, 2009, will receive a full refund minus a 25% processing fee. After October 19, 2009, no refunds will be permitted. Request for a Letter of Invitation will be accepted until October 19, 2009. If you have any travel related circumstances that prevent your attendance, the above policy remains in effect. The only exception to this policy is if you are unable to obtain a Visa. Under these circumstances, you must provide proof that your Visa was denied, and submit it by November 2, 2009. You will receive a full refund minus a 25% processing fee. The \$50 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. A copy of the letter will also be delivered to an additional e-mail address provided below, as requested by the applicant. Approved requests will be processed within one week of receipt of payment and a completed, qualified registration form.

### Disclaimer

AWRA reserves the right to decline any request for a Letter of Invitation. If AWRA declines a request, the \$50 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)
  - Fully registered, including payment in full, for the Conference for which you are requesting an invitation.
- Q May I receive a Letter of Invitation before I register for the Conference?
- A No, you must be fully registered to attend the Conference before a Letter of Invitation request may be processed. Payment for registration must be received by AWRA before a Letter of Invitation request may be processed.
- Q Can I request and receive a Letter of Invitation for the Conference, but register for the Conference onsite?
- A No, you must be fully registered to attend the Conference before a Letter of Invitation request may be processed. Payment for registration must be received by AWRA before a Letter of Invitation request may be processed.
- Q Is the \$50 processing fee included in the registration fee?
- A No, the \$50 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 complete and qualified registration form.
- Q Who can I call and talk to about this invitation application and registration?
- A You can call AWRA Headquarters at +1(540) 687-8390.

# Annual Water Resources Conference Letter of Invitation Request Form

AWRA's Annual Water Resources Conference; Red Lion Hotel, Seattle, Washington, USA, November 9-12, 2009.  
Request for Letter of Invitation will be accepted until October 19, 2009.  
Remember AWRA has no influence on Visa decisions. Please request early to avoid delays from the issuing agency.

## Section 1: Your Information

Name \_\_\_\_\_  
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

## 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 cancellation and substitution requests must be sent in writing to AWRA Headquarters. **No requests for refunds will be accepted after October 19, 2009.**

All cancellation requests received at AWRA by October 19, 2009, will receive a full refund minus a 25% processing fee. After October 19, 2009, no refunds will be permitted. No exceptions! If we do not hear from you, we will assume your paperwork 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 only exception to this policy is if you are unable to obtain a Visa. Under these circumstances, you must provide proof that your Visa was denied, and submit it by November 2, 2009. The \$50 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 \$50.00 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

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CSC#: \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Name on Card \_\_\_\_\_

## Be Advised:

AWRA reserves the right to decline any request for a Letter of Invitation. If AWRA declines a request, the \$50 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. 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. <http://travel.state.gov/>

**All completed applications, registration forms, and payments must be submitted together to AWRA Headquarters via fax at +1 (540) 687-8395 or mail to AWRA Headquarters at the address listed below.**

**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