



# SPRING CONFERENCE LETTER OF INVITATION REQUEST & FORM

Individuals traveling from outside of the United States wishing to attend AWRA's Spring Conference on April 8-10, 2024 in Tuscaloosa, AL, USA, may request a Letter of Invitation to the conference. Information and instructions on requesting a Letter of Invitation to the above AWRA Summer Conference are contained herein.

## 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 and available online. 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 & 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 (USD) will be assessed for each Letter of Invitation request and must be paid when the request is made.

## Cancelations & Refunds

Cancelations must be made in writing. Those cancelations received by February 8, 2024 will be subject to a processing fee of 30% of total fees. No refunds will be given after February 8, 2024 but we can transfer your registration to someone else upon cancelation. Abstract submission fees are nonrefundable. Refunds will be processed after the conclusion of the conference. Request for a Letter of Invitation will be accepted until February 8, 2024. If you have any travel related circumstances that prevent your attendance, the above policy remains in effect. The \$100 (USD) 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 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 email [membership@awra.org](mailto:membership@awra.org).

## Frequently Asked Questions

Q. Do I have to be a member of AWRA to request a Letter of Invitation?

A. No, membership is not required. 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 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.

Q. Is the \$100 (USD) 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.



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**AWRA's Spring Conference, April 8-10, 2024 in Tuscaloosa, AL, USA**

*Request for Letter of Invitation will be accepted until February 8, 2024.*

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

## Section 1: Complete with Your Information

Name: \_\_\_\_\_

(As it appears on your passport.)

Country of Passport Issuance: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Company: \_\_\_\_\_

Please check with affiliation describes your employer:

\_\_\_\_ Educational Institution    \_\_\_\_ Federal Government    \_\_\_\_ Industry    \_\_\_\_ Local/Regional Government

\_\_\_\_ NGO    \_\_\_\_ Consulting Firm    \_\_\_\_ Other (please specify) \_\_\_\_\_

Web Address: \_\_\_\_\_

Address 1: \_\_\_\_\_ Address 2: \_\_\_\_\_

(Physical address only; no Post Office Box addresses accepted)

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Country Code: \_\_\_\_\_

City Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## 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 only delivers the letter via e-mail.

## Section 3: Cancellations & Refunds

Cancellations must be made in writing. Those cancellations received by February 8, 2024 will be subject to a processing fee of 30% of total fees. No refunds will be given after February 8, 2024 but we can transfer your registration to someone else upon cancellation. Abstract submission fees are nonrefundable. Refunds will be processed after the conclusion of the conference. Request for a Letter of Invitation will be accepted until February 8, 2024. If you have any travel related circumstances that prevent your attendance, the above policy remains in effect. The \$100 (USD) 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 (USD) 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: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**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 visit the US Department of State's website regarding Visa issuance: <https://travel.state.gov>.