

AWRA Spring Conference

Letter of Invitation Request Guidelines and Form



Individuals traveling from outside of the United States wishing to attend AWRA's Spring Conference, April 25 -27, 2022 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 Spring 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.

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 March 21, 2022. All conference registration cancellation requests received by March 21, 2022, will receive a full refund minus a 25% processing fee. After March 21, 2022, no refunds will be permitted. Request for a Letter of Invitation will be accepted until March 21, 2022. 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 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 email info@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.

AWRA Spring Conference Letter of Request Form



AWRA's Spring Conference, April 25-27, 2022 in Tuscaloosa, FL, USA

Request for Letter of Invitation will be accepted until March 21, 2022.

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: _____

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 check with affiliation describes 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 only delivers the letter via e-mail.

Section 3: Cancellations & Refunds

All conference registration cancelation and substitution requests must be sent in writing to AWRA Headquarters. No requests for refunds will be accepted after March 11, 2022. All conference registration cancelation requests received by March 11, 2022, will receive a full refund minus a 25% processing fee. After March 11, 2022, no refunds will be permitted. Request for a Letter of Invitation will be accepted until March 11, 2022. 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: _____

(MM) (YY)

Billing address of card: _____ City: _____ State: _____ 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>.

This completed form and payments must be submitted together to AWRA Headquarters via email (dresden@awra.org), fax (540) 687-8395 or mail to AWRA PO Box 2663, Woodbridge, VA 22195.