



## Letter of Invitation Request Form

If you plan to apply for a visitor VISA to attend the 2024 ICHRIE Global Conference held at Le Centre Sheraton Montreal Hotel in Montreal, Quebec, Canada, 24-26 July 2024, you may need an Invitation Letter from the Conference Organizing Committee as part of your VISA process.

To request an Invitation Letter to the 2024 ICHRIE Global Conference, please complete the form that follows and note the submission directions.

### **PLEASE NOTE:**

- Your name on the request form must match the name on your passport exactly.
- Each person requesting an invitation letter must complete a separate request. If you are traveling as a group, individual letters must be submitted. The letter will be sent in PDF form to the email address provided.
- The conference host is not able to contact the U.S. Embassy on your behalf to support your visa application.
- The conference host will not provide financial assistance for your visa application.
- Please allow 7-10 days for the conference host to process your request.

For questions or to submit your request, please email [conference@chrie.org](mailto:conference@chrie.org).

*Thank you!*



## Request for Invitation Letter

Your Name \_\_\_\_\_  
(Your full name - as noted on a passport.)

Your Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Country \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_  
(+ country code)

Passport Number \_\_\_\_\_

Issuing Country \_\_\_\_\_

Event Requesting  
to Attend \_\_\_\_\_

Requesting Invite \_\_\_\_\_

Role at Event \_\_\_\_\_  
(attendee, presenter, speaker, volunteer, vendor, etc.)

Please allow 7-10 days for the conference host to process your request.

*Thank you!*