

REQUEST FOR LETTER OF INVITATION

The Association for Information Systems will prepare a letter of invitation for conference attendees requesting visas to travel to the International Conference on Information Systems (ICIS 2011). As visa requirements can take several weeks, attendees should be advised to request the letter no later than 2 months prior to the conference. To expedite the process, please complete the attached form and fax or email to the Conference Registrar at registrar@aisnet.org or (404) 240-0998. Please be informed that you will have to pay the registration fee in advance before the letter will be prepared. If the attendee has paid the registration fee and the visa is not granted, a full refund will be issued.

For questions or assistance in completing the form, please contact the Conference Registrar at +1 (404) 760-8177 or registrar@aisnet.org.

Request for Letter of Invitation

Please type in the fields below for accurate processing.

Name:

Email Address:

Conference Title: International Conference on Information Systems (ICIS)

Conference Dates: December 4-7, 2011

Conference Location: Shanghai International Convention Center (SHICC)
Shanghai, China

Registration Status: Speaker/Presenter Attendee

Name of the session you are speaking/presenting:

Name and address of the embassy requesting the letter

Embassy:

Address:

After registration has been verified, the conference registrar will prepare the invitation letter and email a copy to the recipient. If a hard-copy of the letter is required, please provide the postal address. Please note, all letters will be sent via first-class mail. If you require express courier service, please contact the registrar to arrange payment for the service.

Address:

City: State/Province:

Postal Code: Country:

Please forward completed form to:
Litika Coleman, Conference Registrar
Email: registrar@aisnet.org
Fax: +1 (404) 240-0998
Phone: +1 (404) 760-8177