**REQUEST FORM**

**for a Letter of Invitation for a Visa**

First/Given Name:

Last Name/Surname:

Job Title/Position:

Organization:

Organization address:

Passport Number:

Date of Issue:

Expiration Date:

Country Issued In:

Telephone Number including Country Code:

Email Address:

Visa letters will be emailed within 3-5 business days after receipt of this completed form and after conference registration and full payment have been received.

Email the completed form to: Lili Tangwall, Director of Membership at ltangwall@icurn.org Subject: Visa Letter Request Email

Refund Policy: If you are not granted a visa, and cancel your registration on or before 1 August 2016, you will be eligible for a full refund of your registration fees. After this date there will be $100 cancellation fee. No refunds will be issued if cancelled after 1 September, 2016.

Please note you must cancel your hotel reservations at least 72 hours prior to your scheduled arrival or you will be charged additional fees by the hotel. Please contact Westin Alexandria directly.