

## **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 Americas Conference on Information Systems (AMCIS 2016). 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 following form and email or fax to the Conference Registrar at [registrar@aisnet.org](mailto:registrar@aisnet.org) or (404) 240-0998.

**Please Note:** your registration must be complete and paid in full before the letter will be prepared. If the requested visa is not granted, please notify the conference registrar ([registrar@aisnet.org](mailto:registrar@aisnet.org)) and a full refund minus any admin fees will be issued.

For questions or assistance in completing the form, please contact Andrea Lashley-Aquil, Conference Registrar at [registrar@aisnet.org](mailto:registrar@aisnet.org) or +1 (404) 760-8177

# Request for Letter of Invitation

Please complete the fields below for accurate processing.

*Please Note: \* denotes a required field*

Conference Title: Americas Conference on Information Systems

Conference Dates: August 11-13, 2016

Conference Location: Sheraton San Diego Hotel & Marina  
San Diego, CA

\*First Name as it should appear on the letter: \_\_\_\_\_

\*Last Name as it should appear on the letter: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Reason for attending:  Speaker/Presenter  Attendee

Please enter the name and complete address of the embassy requesting the letter below:

\*Name of Embassy: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City : \_\_\_\_\_ \*State : \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Country : \_\_\_\_\_

**After your registration & payment have been verified, the invitation letter will be prepared on the official AIS letterhead and a PDF will be emailed.**

*Please note requests for a hard copy version will incur a fee*

Please forward completed form to:

Andrea Lashley-Aquil, Conference Registrar

Email: [registrar@aisnet.org](mailto:registrar@aisnet.org) | Phone: +1 (404) 760-8177 | Fax: +1 (404) 240-0998