

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 2015). 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 or (404) 240-0998.

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

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

Request for Letter of Invitation

Please type in the fields below for accurate processing.

*Please Note: * denotes a required field*

Conference Title: International Conference on Information Systems

Conference Dates: December 13-16, 2015

Conference Location: Fort Worth Convention Center
Fort Worth, TX

*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 | Phone: +1 (404) 760-8177 | Fax: +1 (404) 240-0998