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| **NURETH STAFF USE ONLY** |
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**INVITATION LETTER | REQUEST FORM**

 **INSTRUCTIONS and INFORMATION FOR NURETH 19 AUTHORS AND VOLUNTEERS**
• You must be listed as an author, chair, or committee member of this conference or your request will not be processed
• If you need to be added to a paper, only the NURETH technical program contact can request to add additional authors to their paper
• Complete one form per person; type the information into this form; hand-written forms will NOT be accepted
• Return this form to the Invitation Letter Processing Department by email: nureth19@sckcen.be
• Requests are processed and sent based on the order received, and the date of the conference
• The invitation letter will be sent to you by email (as a PDF attachment, usually within 3 weeks), and by post if requested
• NURETH 19 is unable to contact Embassies or Consulates in support of an individual attempting to attend the conference

• Data will only be used for the VISA invitation letter and will not be processed further, according to the GDPR.

• We recommend that you secure your travel visa before registering for the conference as cancellations after the registration cutoff may result in a cancellation fee.

**Date Form Submitted to NURETH 19:** Click or tap to enter a date.

**NURETH 19 Paper Title:** Paper Title

**Paper number:** Paper number

*Presenting more than one paper? List other papers under “Additional Information” below.*

**PASSPORT INFORMATION**
Enter your name below exactly as it appears on your passport. Any differences between the name on your passport and the name on your invitation letter could lead to a delay and/or denial of your visa.

**Prefix** (Dr., Prof., Mr., Mrs., Ms.): Prefix

**First (Given) Name:** First Name

**Middle Name:** Middle Name

**SURNAME (FAMILY Name):** Surname

**Passport Number:** Passport Number

**Date of Birth:** Date of Birth

**Nationality:** Nationality

**Gender:** Gender

***If name on Passport is spelled differently than name on paper(s) submitted, list name on paper:*** Name on paper

**CONTACT INFORMATION FOR INVITATION LETTER**

**Applicant’s Email Address:** Email Address

**Do you need the original hard copy letter sent to you by post?** [ ]  **YES** [ ]  **NO**

**Select Postal Address Type** [ ]  **Home Address** *(recommended)*[ ]  **Business Address**

**Business or University Name:** Business or University Name

**Department and/or Office:** Department

**Street Address** (Number, Street, Apartment/Unit) Street, Number, Apartment/Unit

**City:** City

**Postal Code:** Postal code

**State/Province:** State/Province

**Country:** Country

**Phone Number:** Phone Number *(will be included on mailing envelope)*

**Additional Information**
• If you are applying with a colleague or group that needs to be processed together, list author name(s) and paper number(s)
• If you want additional NURETH 19 papers to be included in your invitation letter, list paper title(s)
• If a family member will be attending the conference with you, and needs to apply for a visa, list their relation to you, and passport information

Additional Information