

## **Requirements For VISA Invitation Letter**

All international visitors should check with his or her local consulate regarding visa and entry regulations for India, and they should do this well in advance of the conference. In case a letter of invitation is required as part of a visa application, a written request must be submitted to Select Biosciences via email: [india@selectbiosciences.com](mailto:india@selectbiosciences.com) or fax: +44 (0) 1787 315115 or +91 172 5025050. The following are the basic requirements for a letter to be issued:

1. The participant should be a registered delegate and his/her registration fee is paid in full. The participant should also mention registration confirmation number.
2. The participant should fill in the attached form given below and send by email or fax.
3. Participants who are organizer, chairpersons, authors, panelist, presenter, speaker, should include their paper/poster number and/or title.
4. If a representative of an official exhibiting company is in need of an invitation letter, he/she should mention the stall/booth number.

**Letters of invitation are addressed to the individual who wishes to attend the event.** To expedite the preparation of a letter, please complete and return the attached form,

For further questions or additional information, please contact by email or call at the above mentioned numbers.

**REQUEST FORM FOR ISSUE OF INVITATION LETTER**

Please print this form, fill and send it by email at [india@selectbiosciences.com](mailto:india@selectbiosciences.com) or fax: at +44 (0) 1787 315115 or +91 172 5025050. Please submit the original form at the registration counter during the conference.

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

NATIONALITY \_\_\_\_\_

PASSPORT NUMBER \_\_\_\_\_ ISSUED BY \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_ VALID UPTO \_\_\_\_\_

JOB TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

OFFICIAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ PIN \_\_\_\_\_ COUNTRY \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_ MOBILE \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ PIN \_\_\_\_\_ COUNTRY \_\_\_\_\_

PERIOD OF STAY IN INDIA FROM \_\_\_\_\_ TO \_\_\_\_\_

PLACE OF STAY (WITH ADDRESS) \_\_\_\_\_

PARTICIPATING AS \_\_\_\_\_

TITLE OF PAPER (IF PRESENTING) \_\_\_\_\_

CONFERENCE REGISTRATION NUMBER \_\_\_\_\_

REMARKS \_\_\_\_\_

TO WHOM THE LETTER SHOULD BE ADDRESSED \_\_\_\_\_

**Signature**