

## 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 2014). 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 attached 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 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 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 type in the fields below for accurate processing.

*Please Note: \* denotes a required field*

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

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

Conference Title: Americas Conference on Information Systems

Conference Dates: August 7 – 10, 2014

Conference Location: Savannah International Trade & Convention Center,  
Savannah GA

\*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