

Dear Conference Chair,

In our efforts to help conference organizers meet the needs of conference attendees, speakers, and committee members needing visas, the IEEE Computer Society has revised our visa request policies.

Visa letters will only be issued to:

- a. Speakers/Presenters
- b. Committee Members
- c. Attendees who have paid their registration fee in full and are not from one of the countries embargoed by the U.S. Treasury Department's Office of Foreign Assets Control (Cuba, Iran, Libya, and Sudan).

Visa letters will state only the following facts:

- a. Conference title, dates and location.
- b. That the requester has paid the required registration fee in full.
- c. If they are a committee member, speaker or presenter.

Conference organizers will now be able and responsible for sending visa letters to individuals requesting them. We have attached a sample visa letter for your use, if needed. Also, please be sure to use the term "confirming" and not "invitation" in your letter.

VISA REQUEST PROCESS FOR IEEE CONFERENCES

There are many different requirements to obtain a Visa to enter the U.S. or other countries. Some embassies may request a conference attendee to present a letter from the IEEE Conference to verify their intentions to attend that specific conference. It may also be necessary to verify that the requester has paid the registration fee in full.

Visa applications are currently subject to a greater degree of scrutiny than in the past. Many applicants may be required to appear in person for an interview as a part of the visa process. Applicants affected by these procedures are informed of the need for additional screening at the time they submit their application and are being advised to expect delays. Therefore, attendees should be advised to apply no later than 3 months prior to the conference.

IEEE's guidelines for providing visa letters are as follows:

- 1• Visa letters should only be issued to
 - 2• People the committee knows
 - 3• Speakers/Presenters
 - 4• Committee members
 - 5• Attendees who have paid their registration fee in full and are not from one of the countries embargoed by the U.S. Treasury Department's Office of Foreign Assets Control

- 6• Visa letters should state only the facts
- 7• Conference title, dates and location
- 8• That the requester has paid the required registration fee in full
 - 0o Verify that the credit card clears before providing letter
- 9• If they are either a committee member, speaker or presenter

Additional information can be found on the U.S. Department of State Bureau of Consular Affairs Visa Services Web Site - http://travel.state.gov/visa_services.html

To simplify the request process for the attendees and organizers you may want to post a request for visa letters on your conference website near the web registration form. Below is a sample of what you could do.

Sample
Request for Visa Assistance
Please Print or Type all Information

Name: _____

Email address: _____

Conference Title: _____

Conference Dates: _____

Conference Location: _____

Are you an IEEE Member? Yes No If Yes, Your IEEE Member Number: _____

Are you a speaker/presenter? Yes No

Name of session you are speaking/presenting: _____

To what post office address should the letter be mailed?

Street: _____

City: _____

State/Province: _____

Postal Code _____ Country: _____

E-mail: _____

Please forward this form to:
(either an email address, fax number or however you wish to handle this process).

SAMPLE OF A CONFIRMATION LETTER FOR VISA PURPOSES

18 December 2003

Mr. Jon Hubner
ABC Company
Address
City, State, Zip Code
Country

Fax: 44-22-23-70-76
Passport number (if available):

Dear Mr. Hubner:

On behalf of the IEEE Computer Society, we are confirming that you will be attending the International Conference on Software Engineering (ICSE 2004). The conference will be held at the Holiday Inn Hotel in Seattle, Washington on 20-24 May 2004. [This section is optional: The meeting is open to all those with an interest in the field of (specialty). We are pleased that you will be attending to present your accepted paper at the meeting.]

We have received your ICSE 2004 registration form along with payment and thank you for your interest in participating in our conference.

The IEEE Computer Society is an educational, non-profit organization, and is the world's largest and oldest professional association of computer scientists and engineers.

If you have any questions, I may be reached by telephone at (COMMITTEE CONTACT NUMBER) or by email at (COMMITTEE EMAIL ADDRESS).

Sincerely,

(COMMITTEE NAME & TITLE)
on behalf of the General Chair or other committee member, (NAME)