

LETTER OF INVITATION REQUEST GUIDELINES AND INSTRUCTIONS

Deadline for Requests: 23 May 2008

GENERAL INFORMATION AND GUIDELINES:

Eligible Applicants

An individual requesting a Letter of Invitation to the IPOS 10th World Congress of Psycho-Oncology must be:

- A psycho-oncology professional or student in the field (applicants should be prepared to provide evidence of their involvement or interest in psycho-oncology).
- Fully registered – including payment in full – for the IPOS 10th World Congress. Please visit www.ipos-society.org to register.

Individuals do not have to be a member of IPOS to request a Letter of Invitation.

Purpose and Content of the Letter

Letters of Invitation to the IPOS 10th World Congress may be issued to validate the event. Such letters may be used to support an individual's request for company or governmental clearance to attend the event.

A Letter of Invitation issued by IPOS shall:

- Be addressed directly to the individual requesting the invitation
- Include the name, date and location of the IPOS 10th World Congress

- Indicate the individual's responsibility for all expenses related to his/her participation in the IPOS 10th World Congress (including registration, travel and accommodations)
- Be signed by an authorized IPOS representative

Delivery of Letter of Invitation

A Letter of Invitation may be provided to the applicant by e-mail, fax or courier (DHL) as requested by the applicant. A copy of the letter may also be delivered to the appropriate embassy or visa-issuing agency as requested by the applicant. IPOS will only deliver one letter via a trackable express courier, either to you or to an embassy. All requests for express courier delivery shall incur a non-refundable \$40 shipping fee; this fee may be applied to an entire group of individuals from an organization if their requests are made simultaneously and therefore the letters are shipped to a single address in a single package. The shipping fee shall be waived for individuals from low- or middle-income countries (as defined by the World Bank). Approved requests will be processed within two weeks of receipt of a complete registration form and Letter of

Invitation Request by IPOS Headquarters.

Disclaimer

IPOS reserves the right to decline any request for a Letter of Invitation. IPOS has no influence on an individual's application to an embassy or other agency for a visa to travel to the country where the IPOS World Congress is being held and is not responsible for the outcome of an individual's visa application.

Please note: In the event that your visa application is denied, IPOS shall issue a full registration refund provided the applicant forwards a copy of written documentation from the embassy or visa-issuing agency to IPOS Headquarters by 30 June 2008.

For questions regarding your Letter of Invitation Request, please contact IPOS Headquarters at +1 434.293.5350 or via e-mail at info@ipos-society.org.



LETTER OF INVITATION REQUEST FORM

Deadline for Requests: 23 May 2008

Please print in block letters.

SECTION 1: YOUR INFORMATION

Title (Circle one) **Dr Mr Ms Mrs**

Given or First Name _____

Surname or Last Name _____
 (Surname followed by Suffixes/Degrees)

Position/Job Title _____

Organization _____

Department/Division _____

Address _____
 (Physical Address, please, no Post Office Boxes)

City _____

State/Province _____

Postal Code _____

Country _____

Telephone Number _____
 (Include Country Code and City Code)

Fax Number _____

E-mail Address _____

Passport No. & Exp. Date _____

Please select the category best describing your professional discipline/relationship to psycho-oncology.

- Counselor Nurse Patient Advocate
 Physician, Psychiatrist Physician, Oncologist
 Physician, Other Psychologist Researcher
 Social Worker Therapist
 Other (please specify) _____

If you chose to have a letter delivered via *express courier*, please complete the payment information below:

- MasterCard VISA American Express Check #: _____
 (Checks should be made payable to IPOS and should be in US Dollars.)

Card Number: _____ Expiration Date: _____

Cardholder Printed Name: _____

Cardholder Signature: _____

Credit Card Billing Address: _____

Cardholder E-mail Address: _____

SECTION 2: LETTER OF INVITATION INFORMATION

The Letter of Invitation should be delivered to (check all that apply):

- You, at the address to the left.
 An embassy or other government agency (contact information must be supplied below by applicant)

Embassy Name _____

Embassy Address _____
 (Physical Address, please, no Post Office Boxes)

Embassy City _____

Embassy State/Province _____

Embassy Postal Code _____

Embassy Country _____

Embassy Telephone Number _____
 (Include Country Code and City Code)

Embassy Fax Number _____

Embassy E-mail Address _____

How should this letter be delivered to you?

- E-mail Fax Courier (\$40 fee)*

How should this letter be delivered to the embassy?

- E-mail Fax Courier (\$40 fee)*

**IPOS will only deliver one letter via express courier. If both boxes are checked for courier, IPOS will deliver the original letter to you via courier and a copy to the embassy via fax. All requests for courier delivery will incur a non-refundable \$40 shipping fee; this fee may be applied to an entire group of individuals from an organization if their requests are made simultaneously and therefore the letters are shipped to a single address in a single package. The shipping fee shall be waived for individuals from low- or middle-income countries (as defined by the World Bank).*