



Letter of Invitation Request Guidelines and Form

Request for Letter of Invitation will be accepted no later than 30 days prior to the meeting.

Individuals traveling from outside of the United States wishing to attend an SCA event may request a Letter of Invitation.

General Information

To register for the conference, visit: www.scahq.org.

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

Purpose and Content of the Letter of Invitation

Letters of Invitation to an SCA event may be issued to validate your intent to participate in 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 SCA will:

- Be addressed directly to the individual requesting the invitation
- Include the name, date, and location of the meeting
- Be signed by an authorized representative of SCA

Delivery of Letter of Invitation

A Letter of Invitation will be delivered to the applicant only by email as requested by the applicant.

Disclaimer

SCA reserves the right to decline any request for a Letter of Invitation. SCA has no influence on an individual's application to a U.S. Embassy or other agency for a visa to travel to the United States and is not responsible for the outcome of an individuals' visa application. Please see the U.S. Department of State's website regarding Visa issuance <http://travel.state.gov/>.

Instructions for Completion

In order to request a letter of invitation from the SCA, the applicant must complete all fields of the form on the following page and return the completed form to the SCA Executive Office.

For questions regarding your Invitation Request, please contact the SCA Executive Office via email at operations@scahq.org or call +1 847.375.6383.



Section 1: SCA Event Information

Name:			
Location:		Dates:	

Section 2: Applicant Information

Full Name: <i>(As it appears on applicant's passport)</i>			
Company/Institution:			
Address 1: <i>(Physical address only, no Post Office Box addresses accepted)</i>			
Address 2:			
City:		State/Province:	
Zip/Postal Code:		Country:	
Country Code:		City Code:	
Telephone Number:		Fax Number: <i>(if applicable)</i>	
Email Address:			

Please describe your employer:

<input type="checkbox"/>	Educational Institution	<input type="checkbox"/>	Federal Government
<input type="checkbox"/>	Industry	<input type="checkbox"/>	Local/Regional Government
<input type="checkbox"/>	NGO	<input type="checkbox"/>	Consulting Firm
<input type="checkbox"/>	Other <i>(please describe)</i>		

Section 3: Submission of Completed Form

Return completed form via email to the Executive Office at operations@scahq.org. Please include in the in subject line of your email "Request for Letter of Invitation."