

# Letter of Invitation Application

**Registration to the Fire Department Instructors Conference 2012 and payment are required prior to receiving an invitation letter.\***

**\*Cancellation Policy:** If you are unable to acquire a visa, PennWell will reimburse 100% of your registration fee if the Registration Department is notified BY FAX OR EMAIL by March 12, 2012. After this date, no refunds are available.

**Due to the large volume of requests for letters of invitation, please ensure the information you provide is accurate on this application.**

**Please enter your name exactly as it appears on your passport.**

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Nationality \_\_\_\_\_

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: (+ \_\_\_\_\_) \_\_\_\_\_ Fax: (+ \_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Receipt/Confirmation # \_\_\_\_\_

(This number appears on your registration confirmation. Registration and payment are required prior to receiving an invitation letter.)

**Please indicate whether you are:**

\_\_\_\_ An Attendee    \_\_\_\_ An Exhibitor    \_\_\_\_ A Sponsor

## Passport Information

Issuing Country: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Expiration Date (Month/Day/Year): \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

**Please submit this form to the Registration Department:**

**By Fax: +1-918-831-9161**

**By Email: [registration@pennwell.com](mailto:registration@pennwell.com)**