



VISA  
invitation  
letter  
requests

think

## How do I request an invitation letter to apply for a VISA to enter the United States and attend the IBM Think 2018 conference?

It is the responsibility of the requester to determine the type of visa they need to apply for, allow ample time to complete the application, secure employer approvals that may be needed, and ensure compliance with the parameters of the type of visa obtained, for their visit to the United States to attend this conference. By submitting the request for an invitation letter, the requester agrees to this.

If you are a Citizen or a National of a [Visa Waiver Program Designated Country](#) (Link resides outside of ibm.com), you do not need a visa invitation letter unless special circumstances apply. Please visit the link for recent updates. If you already have a visa to enter the U.S. that covers the timeframe of the conference, the confirmation email of your enrollment should be sufficient for the customs agent at your U.S. point of entry. Please have a printed copy of the confirmation email with your travel papers, along with a printed copy of the conference agenda for additional backup. If you think you do need a letter, it is recommended that you review additional details at the [U.S. Visas page](#) (Link resides outside of ibm.com) at the U.S. Department of State, Bureau of Consular Affairs website to determine your individual requirements.

When completing the [ESTA](#) (Link resides outside of ibm.com), please use this information for your US contacts:

### **U.S. Point of Contact Information**

Jennifer Long  
Program Manager, Conference Operations  
6303 Barfield Road, NE  
Atlanta, GA  
(702) 396-4287

### **Address While in the U.S.**

Mandalay Bay Resort  
3950 South Las Vegas Boulevard  
Las Vegas, NV, 89119  
(602) 632-7777

## Clients & Business Partners

1. Send an email from your employer/business email account that matches the name on your passport. We cannot process requests from public addresses (e.g., @yahoo, @gmail, @msn, etc.). If you are requesting on behalf of the traveler, please include the traveler's business email address when submitting the request as the invitation letter must be sent directly to the traveler (you will be copied).
2. Have the subject line read: IBM Think 2018 - Visa Invitation Letter - Name – Company/ Organization and personalize the "Name" and "Company/Organization" fields with your name as it appears on your passport and your employer name.
3. Copy the text under “Information to send in the request” below, insert the responses and send to [visareq@us.ibm.com](mailto:visareq@us.ibm.com).
4. Please note, Visa letters will not be sent until January 2, 2018

## IBM Employees

1. Send a note to [visareq@us.ibm.com](mailto:visareq@us.ibm.com) from your IBM email address to initiate your request.
2. Have the subject line read: IBM Think 2018 - Visa Invitation Letter - Name – IBM Country and personalize the "Name" and "Country" fields with your name as it appears on your passport and your country of residence.
3. You do not need to send any information and will receive instructions to
4. If you do not need a visa, you still need to complete the Immigration Determination Tool assessment. Search “IDT” on w3.
5. Please note, Visa letters will not be sent until January 2, 2018

Note: Please send one request per email and from the employer/business email address that matches the requestor's name and place of employment

If you need additional assistance not related to a visa invitation letter, please email [think@maritztravel.com](mailto:think@maritztravel.com).

The visa invitation letter will be sent as a .pdf file via e-mail to you within 3 business days of receiving the request provided the information is complete. The conference dates will be stated, not personalized travel dates. We regret we cannot provide visa invitation letters for additional travel companions not attending the conference. They should be able to apply for a tourist visa. It is recommended that you have a printed copy of the invitation letter, the confirmation email of your enrollment and the conference agenda with you when you depart for the U.S. Note that your postal mailing address is requested for the addressing of the .pdf version of the letter, no letter is actually mailed. Please include the full mailing address (street, city, province, country, zip/postal code) in your country of residence. Your first and surnames should be as stated on your passport.

## Information to send in the request (Clients & Business Partners Only):

I am requesting a visa invitation letter to secure the necessary travel papers to attend the IBM Think 2018 conference from March 19 - 22, 2018 at Mandalay Bay Hotel & Convention Center, 3950 South Las Vegas Boulevard, Las Vegas, NV 89119, (702)632-7777. I am providing the necessary information below.

Company/Organization Name:

Business Street Address Line 1:

Business Street Address Line 2 if needed:

City, Province, Country, Postal Code:

First name:

Surname:

Nationality:

Place of birth: (not date)

Passport number:

Date of issuance: (DD MMM YYYY)

Date of expiration: (DD MMM YYYY)

Place of issue:

Fax # (only if from China as you must present a faxed letter from a US area code):

END OF INFO TO SEND

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If you have any questions not related to Visa invitation letters, such as logistics, hotel, etc., please send a note to [think@maritztravel.com](mailto:think@maritztravel.com). If you have questions about the invitation letter, or need changes, please forward the email with the invitation letter back to [visareq@us.ibm.com](mailto:visareq@us.ibm.com).