Below is a sample of a *SAMPLE VISA INVITATION LETTER FOR PRESENTER/AUTHOR*

 Use as you see fit

Re: Confirmation of payment and invitation to attend and present <Conference Acronym>

Dear <First Name>,

On behalf of the <Conference Year, Name, Acronym>, I am pleased to inform you that the technical paper entitled "Title" authored by Author 1, Author 2, Author 3has been accepted by the <Conference Year, Conference Acronym> Technical Committee after review for technical merits. As part of the publication requirements, it is a **mandatory requirement** that you attend the Conference to present the paper and discuss your work. Please make the necessary travel arrangements and visa applications as early as possible to be able to present your paper and lead the subsequent technical discussions.

The Conference will be held <dates> at the <location>. Your presentation is now scheduled for <date> at <time>. Thank you for submitting a high quality paper to our conference, and we look forward to hearing your presentation.

The goal of the <Conference Name> is to have good technical work written and presented for discussion. Scientists attend the Conference and purchase the Conference proceedings in order to learn about electrical contact performance.

The IEEE is the world's largest technical professional society association dedicated to advancing technological innovation and excellence for the benefit of humanity. Founded in 1884 by a handful of practitioners of the new electrical engineering discipline, today's Institute is comprised of more than 400,000 members who conduct and participate in its activities in 160 countries. The men and women of the IEEE are the technical and scientific professionals making the revolutionary engineering advances, which are reshaping our world today.

Best Regards,

<General Chair>

Below is a sample of a *SAMPLE VISA INVITATION LETTER FOR PAID ATTENDEES*

 Use as you see fit

Re: Confirmation of payment and invitation to attend <Conference Acronym>

Dear <First Name>,

According to our records you have registered with full payment, ("Registration Confirmation # \_\_\_\_\_\_\_\_\_\_\_), for the <IEEE Conference Sponsor(s)>, and the Organizing Committee of the <Conference Year, Name, Acronym>. The conference will be held <dates> at the <location>. The conference’s scope will be on <brief event description>.

You may obtain more information about the conference at: <conference website>

The goal of the <Conference Name> is to have good technical work written and presented for discussion. Scientists attend the Conference and purchase the Conference proceedings in order to learn about electrical contact performance.

To further assist you in obtaining a visa, below is a description of the IEEE and of the <IEEE Conference Sponsor(s)>.

The IEEE is the world's largest technical professional society association dedicated to advancing technological innovation and excellence for the benefit of humanity. Founded in 1884 by a handful of practitioners of the new electrical engineering discipline, today's Institute is comprised of more than 400,000 members who conduct and participate in its activities in 160 countries. The men and women of the IEEE are the technical and scientific professionals making the revolutionary engineering advances, which are reshaping our world today.

<IEEE Conference Sponsor(s) brief description.

Best Regards,

<General Chair>