

## Letter of Invitation for in-person All Hands' Meetings

If you need a letter of invitation to support your visa application, please [contact](#) GLEON to notify the meeting host and GLEON coordinator Lisa Borre.

Please provide information below in your request:

- (1) Your full name;
- (2) Title/Position, Organization and address that should appear on the letter;
- (3) Email, phone number and nationality;
- (4) Duration of stay in Spain: arrival & departure dates (if you are extending your stay, please let us know the reason, such as "meet with colleagues at \_\_\_\_ (name of institution)" or "tourism in \_\_\_\_ (location)");
- (5) Additional information that needs to be evident in the invitation letter as required by the Spanish Consulate (or by your university administration if not for visa purposes);
- (6) If you need an original/physical letter signed and posted to you, please provide your complete postal address (postal or zip code included) in your request email.

*\*The letter of invitation does not financially obligate the hosting organizations. All expenses incurred in relation to GLEON meeting attendance are the responsibility of the participant. Whether you are sponsored by your institution or another source of travel support, please work with your funding agencies for financial support documentation should it be required for your visa application.*