

## Important Information for International Participants Requiring Visa Invitation Letters

Dear Conference Participants,

We are delighted to welcome you to our upcoming IASE 2024 Conference. For those of you traveling from abroad and requiring a visa, we understand the importance of having a proper invitation letter to facilitate your visa application process.

To ensure your invitation letter contains all necessary details, we kindly request you to provide the following information when requesting an invitation letter:

1. **Full Name as in Passport:** Please provide your complete name exactly as it appears in your passport.
2. **Passport Number:** Include your passport number for identification purposes.
3. **Date of Birth:** This is required for further identity verification.
4. **Nationality:** Please specify the country of your passport.
5. **Affiliation:** State your institutional or organizational affiliation.
6. **Position:** Your current role or position within your institution or organization.
7. **Address:** Provide the address where you would like the invitation letter to be sent, if applicable.
8. **Purpose of Visit:** Briefly mention your purpose for attending the conference (e.g., presenter, attendee, etc.).
9. **Dates of Stay:** Include the dates for which you plan to be in the country for the conference.
10. **Any Additional Details:** If there are any specific details or formats required by your local embassy or consulate, please let us know.

Please send this information to [[visas.invitationletter.iase@email.cz](mailto:visas.invitationletter.iase@email.cz)] at your earliest convenience. The sooner we receive your details, the quicker we can process and send your personalized invitation letter.

Kind regards,

Dr. Tereza Havránková

*Visa & Invitation letters chair  
University of West Bohemia, Pilsen*