

# International Invitation Request



No International Invitation Request forms will be considered unless registration to the event has been completed and registration payment received (if applicable). Visa applications should be made well in advance of your planned travel date prior to the show. Please check the stated requirements for the visa application before submitting an invitation request. Recycling Today Events does not accept responsibility for visa applications nor contacting any U.S. consulate of Embassy regarding visa applications and has no authority over visa appointments, issuance, or denial. When a delegate is unable to attend because of failure to obtain a visa, the normal cancellation policy for registration fees apply.

All international invitation requests for the conference can take up to 5 business days to process, so please plan accordingly.

All invitations will be emailed to the email address noted on this request. To have an original letter of invitation shipped to the address below, please provide your courier account information below.

**All sections of this form must be fully filled out, legible and submitted for each person requesting an invitation. Send requests via email to [conference@gie.net](mailto:conference@gie.net) or fax 216-525-0515**

First Name (as on Passport) \_\_\_\_\_ Last/Surname (as on Passport) \_\_\_\_\_

Title/Position in Organization \_\_\_\_\_ Organization Name \_\_\_\_\_

Organization Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Telephone (include country code) \_\_\_\_\_ Facsimile (include country code) \_\_\_\_\_

E-mailAddress \_\_\_\_\_

Passport Number \_\_\_\_\_ Date of Birth (DD/MM/YYYY) \_\_\_\_\_

Country of Issue \_\_\_\_\_ Expiration Date (DD/MM/YYYY) \_\_\_\_\_

All invitations will be emailed to the email address noted on this request. To have an original letter of invitation shipped to you, please provide your courier account number and your account will be charged for shipping costs.

FedEx # \_\_\_\_\_ UPS# \_\_\_\_\_ DHL# \_\_\_\_\_

**REGISTRATION CANCELLATION/SUBSTITUTION/REFUND POLICY:** All cancellations must be made in writing and either faxed or mailed. Voice mails will not be accepted. A full refund will be issued if the cancellation is received by 2 January 2017. No refunds will be issued after 2 January 2017 or for no shows. If you cancel your conference registration, your hotel room will no longer qualify for the group rate and may be also be cancelled if booked at the host hotel. Recycling Today Events reserves the right to cancel a program due to insufficient registration or instructor emergency. A full refund of registration fees only will be issued if this occurs. Attendees can notify the show at any time that another individual will attend the conference in their place.

All Recycling Today Events are business-to-business events open to trade professionals only. Persons under 18 (including infants) are not allowed into educational sessions, exhibit hall or food functions

**QUESTIONS:** If you have any questions, please call 216-393-0300 or email [conference@gie.net](mailto:conference@gie.net)