



Visa invitation letter requests

How do I request an invitation letter to apply for a visa to enter the United States and attend IBM Think 2019?

It is the responsibility of the requester to determine the type of visa they need to apply for, to allow ample time to complete the application, to secure employer approvals that may be needed, and to 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 US that covers the timeframe of the conference, the confirmation email of your enrollment should be sufficient for the customs agent at your US 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 US 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:

US Point of Contact Information

Trish Kootz
Program Manager, IBM Education
6303 Barfield Road, NE
Atlanta, GA 30328
(770) 377-6557

Address While in the US

Moscone Center
747 Howard Street
San Francisco, CA 94103
(415) 974-4000

IBM employees:

1. Send a note to visareq@us.ibm.com from your IBM email address to initiate your request.
2. Have the subject line read: IBM Think 2019 - 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 complete your request.
4. If you do not need a visa, you still need to complete the Immigration Determination Tool assessment. Search "IDT" on w3.



IBM clients and IBM Business Partners:

1. Send an email from your employer or business email account that matches the name on your passport. We cannot process requests from public addresses—e.g., @yahoo, @gmail, @msn, etc.
2. 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.
3. Have the subject line read: IBM Think 2019 - 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.
4. Copy the text under **Information to send in the request** below, input your responses, and send to visareq@us.ibm.com

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

All questions about visas should be sent to Trish Kootz, pkootz@us.ibm.com

If you need additional assistance not related to a visa invitation letter, please email THINK@OmnineceEvents.com



The visa invitation letter will be sent as a PDF file via email to you within three business days of receiving the request, provided the information is complete.

The conference dates will be stated, not personalized travel dates. Attendees who are registered for the pre-conference programs can take part in the following activities on Monday, Feb 11:

- Marketing, Supply Chain, and Commerce Exchange
- Community Day
- InnerCircle Workshops
- PartnerWorld at Think

We regret that 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 US. 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). Your first and surnames should be as stated on your passport.



IBM clients and IBM Business Partners only

Information to send in the request:

I am requesting a visa invitation letter to secure the necessary travel papers to attend IBM Think 2019 from February 12 – 15, 2019, at Moscone Center, 747 Howard Street, San Francisco, CA 94103, (405) 974-4000. 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:

END OF INFO TO SEND

If you have any questions not related to visa invitation letters, such as logistics, hotels, etc., please send a note to THINK@OmnineceEvents.com

If you have questions about the invitation letter, or need changes, please forward the email with the invitation letter to pkootz@us.ibm.com