Think 2020 visa invitation letter requests

How do I request an invitation letter to apply for a visa to enter the United States for the purpose of participating in Think 2020? Please read the instructions below and follow the links to determine if you are in need of a visa for Think 2020.

Two ways for IBM clients and Business Partners to obtain a visa invitation letter

1. IBM clients and business partners may request one during the online registration process for Think 2020 for immediate turnaround. If you have access to your passport information while registering for Think 2020, simply complete the required fields and a visa invitation letter will be emailed to you as an attachment following the registration process.

2. After completing your Think 2020 registration, send the information requested below in an email to IBMThink@gpj.com from your company email address, and our registration and housing team will process and send your letter as a PDF attachment via email.

   IBM employees: Please determine if a visa letter is required with the information below and follow the specific IBMer visa letter instructions on the second page of this document.

How do I know if I need a visa letter for Think 2020?

It is the responsibility of the requester to determine the type of visa they need to apply for, allow ample time to complete the application, secure employer approvals that may be needed and 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, you do not need a visa invitation letter unless special circumstances apply. Please click the link in the prior sentence 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 US Visas page at the US Department of State, Bureau of Consular Affairs website to determine your individual requirements.

Information needed for requesting a visa letter

Please have the following information handy during registration in order to request an immediate turnaround of your visa invitation letter, or please email the following information after your register to IBMThink@gpj.com with the subject: Request for visa letter to attend Think 2020. Please allow three business days to receive your emailed letter of invitation in PDF format if you are requesting your invitation after the registration process.
Information needed for requesting a visa letter (cont.)

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

ESTA

For those completing the ESTA, please use this information for your US contacts:

**US point of contact information:**
Amy Schulze
Cognitive Skills & Knowledge Management
#6 Cross Street
Wellesley, MA 02482
(508) 840-9837

**Address while in the US:**
Moscone Center
747 Howard Street
San Francisco, CA 94103
(415) 974-4000

Questions

Please reach out to IBMThink@gpj.com with any questions. Thank you.

IBM employees in need of visa letters

Note: International employees attending Think 2020 who do not require a visa letter will still need to complete the Immigration Determination Tool assessment upon booking their flight. Search “IDT” on w3 for details. If you determine that you do need a visa invitation, please follow these steps:

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 2020 – Visa Invitation Letter – Name – IBM Country** and personalize the Name and Country fields with your name your country of residence as they appear on your passport
3. You do not need to send any information and will receive instructions to complete your request
4. Employees with questions about their visas or visa letter status should reach out to aschulze@us.ibm.com

For more information visit ibm.com/think