|  |  |  |
| --- | --- | --- |
| \* | **Who is coming?**  (Be very clear what the name is; sometimes there is a confusion on the surname.) |  |
|  | **What is the title?**  (Mr., Ms., Dr. etc.) |  |
|  | **What is appropriate salutation?** (such as Dear Dr. Smith) |  |
| \* | **What is the home institution and mailing address?** |  |
| \* | **When and how long?**  (SAMPLE: I have not yet booked a ticket. But I am just planning for The ATLAS Upgrade Week. So with a safe margin on both sides of two days, March 24 to 31th would be the period) |  |
| \* | **What is the reason for the visit?** | To attend "The ATLAS Upgrade Week at the SLAC National Accelerator Laboratory". |
| \* | **Where to send the letter of invitation; is a FAX needed too?**  (The letter of invitation should be sent to the institute address.) |  |

\* Compulsory

**Please send the answers back to Deanne Joshua (deannecj@slac.stanford.edu).**