



## **Need an invitation letter for your visa as an author or attendee? Follow these step-by-step instructions!**

1. Sign into this site using your SPIE credentials (username and password): <https://spie.smapply.io/sso/oauth/>
2. After you are signed in, click on this link to go directly to the SPIE invitation letter request form page: [https://spie.smapply.io/prog/invitation\\_letter\\_request\\_form\\_for\\_spie\\_meetings/](https://spie.smapply.io/prog/invitation_letter_request_form_for_spie_meetings/)
3. Click on the “Apply” button to begin the invitation letter request form.
  - Complete one form per person (requests for accompanying family members can be included in the same application)
  - Your name must be listed exactly as it appears on your passport. Any differences could lead to delay or denial of your visa
  - Requests are processed based on the order received, and the date of the conference
  - Expect up to three weeks to receive the PDF copy of your invitation letter by email, and additional time to receive the original letter by post
  - You will receive an email with a link to download a PDF of your official invitation letter after it is approved and processed
  - Printed invitation letters are mailed by request only
  - SPIE is unable to contact embassies or consulates on behalf of or in support of any individual making arrangements to attend an SPIE event
  - If you have questions regarding invitation letters or changes are needed to an existing invitation letter, contact [lisa@spie.org](mailto:lisa@spie.org) (include your SPIE Paper Number)