

## Procedure to request an official letter of invitation for visa application

International attendees may need a letter of invitation from the conference organisers in order to obtain a visa to visit the Netherlands. The organisers will not be able to contact or intervene with any Dutch Embassy or Consulate office abroad on your behalf. Please start the visa application process as early as possible.

All delegates must request the letter of invitation during the online registration. Please note that in order to obtain the letter of invitation, all delegate must register and have paid the required registration fees. We will not be able to issue any letter of invitation without receiving the registration and the payment.

To request an official letter of invitation for your visa application, be sure to have the following details information ready when processing your registration online: your name as it appears on the passport, your passport number, the date of issue and the date of expiry of the passport, your nationality as well as your date of birth.

The registration fees are refundable if the visa application is denied. An administrative charge of € 50 plus eventual bank charges will be applied to all refunds. All refund requests will have to be received before the conference, by e-mail, fax or letter. No refunds will be made for cancellations received during or after the event.

*Disclaimer: This procedure is intended to assist participants who need to obtain a visa or permission to attend EWEA OFFSHORE 2011, 29 November-1 December 2011, Amsterdam RAI and is not an official invitation covering fees and/or any other expenses or financial support for the conference. The organisers are not to be held responsible for the outcome of your visa application.*

### Contact

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