



Individuals traveling from outside the United States to attend
2008 Annual Meeting
may request a Letter of Invitation to the event.

Creating Communities of Innovation

GENERAL INFORMATION/GUIDELINES (Deadline for Requests: November 12, 2008)

Eligible Applicants

Individuals requesting a Letter of Invitation to AURP 2008 Annual Meeting event must be:

- A member of the university research park industry (applicants should be prepared to provide evidence of their participation in the industry).
- Fully registered - including payment in full - for AURP 2008 Annual Meeting for which they are requesting an invitation. If you need to register, visit www.aurp.net.

Note: Individuals do not have to be a member of AURP to request a Letter of Invitation.

Purpose and Content of the Letter

Letters of Invitation to AURP 2008 Annual Meeting may be issued to validate the event. Such letters may be used to support an individual's request for company or governmental clearance to attend the event.

A Letter of Invitation issued by AURP will:

- Be addressed directly to the individual requesting the invitation
- Include the name, date, and location of the AURP event
- Indicate the individual's responsibility for all expenses related to his/her participation in the AURP event (including registration, travel and accommodations)
- Be signed by an authorized AURP representative

Processing Fee

A non-refundable processing fee of \$35 will be assessed for each Letter of Invitation request.

Cancellations and Refunds

All completed applications, registration forms, and payments must be submitted together to the AURP office to expedite processing. All event registration cancellation and substitution requests must be sent in writing to the AURP office. Registrations may not be shared by two or more individuals and are not transferable. Space is limited. Cancellations received two weeks prior to the event will receive a refund, minus a \$150 cancellation fee. After one week prior to the event, refunds will be granted minus a \$300 cancellation fee. There will be no refunds issued after the start date of the event. All requests for cancellation must be received in writing.

Requests for Letters of Invitation will be accepted until November 12, 2008. If you are unable to obtain a Visa or have any other travel related circumstances, the above event registration cancellation policy applies.

Delivery of Letter of Invitation

A Letter of Invitation may be delivered to the applicant by fax or by courier (FedEx), as requested by the applicant.

A copy of the letter may also be delivered to a U.S. Embassy or visa-issuing agency, as requested by the applicant.

Approved requests will be processed within one week of receipt of a complete and qualified event registration form and Letter of Invitation Request.

Disclaimer:

AURP reserves the right to decline any request for a Letter of Invitation. If AURP declines a request, the \$35 processing fee will not be assessed by AURP. AURP has no influence on an individual's application to a U.S. Embassy or other agency for a visa to travel to the United States and is not responsible for the outcome of an individual's visa application.

Please note: In the event that your visa application is denied, AURP will issue a full registration refund minus a \$150 processing fee only if written documentation from your embassy is provided to AURP by November 19, 2008 (within 21 days of the conclusion of AURP 2008 Annual Meeting).

For questions regarding your Invitation Request, contact Vickie Palmer, Event Manager, at (520) 529-2524 or via email vickiepalmer@aurp.net.

AURP

6262 North Swan Road • Suite 105 • Tucson, AZ 85718
(520) 529-2521 • Fax: (520) 529-2499 • www.aurp.net



Creating Communities of Innovation

Individuals traveling from outside the United States to attend this AURP-sponsored event – “AURP 2008 Annual Meeting” scheduled within the United States may request a Letter of Invitation to the event.

LETTER OF INVITATION REQUEST FORM (Deadline for Requests: November 12, 2008)

Section 1: Your Information Section:

Name (Given Name) _____
 Company _____
 Address 1 _____
 Address 2 _____
(Physical address only; no Post Office Box addresses accepted)
 City _____
 State/Province _____
 ZIP/Postal Code _____
 Country _____
 Telephone Number _____
 Fax Number _____
 Email Address _____
 Passport (First & Middle Names) _____
 Passport (Surname/Last Name) _____
 Passport Number _____
 Date of Birth (YYYY-MM-DD) _____

Section 2: Letter of Invitation Information:

Embassy Name _____
 Embassy Address 1 _____
 Embassy Address 2 _____
(Physical address only; no Post Office Box addresses accepted)
 Embassy City _____
 Embassy State/Province _____
 Embassy Zip/Postal Code _____
 Embassy Country _____
 Embassy Country Code _____
 Embassy City Code _____
 Embassy Telephone Number _____
 Embassy Fax Number _____

The Letter of Invitation should be delivered to (check all that apply):
 You, at the address listed above
 A U.S. Embassy (contact information must be supplied by registrant)
 How should this letter be delivered to you? Fax FedEx*
 How should this letter be delivered to the Embassy? Fax FedEx*
**AURP will only deliver one letter via FedEx.*
 If both boxes are checked for FedEx, AURP will deliver the original letter to you via FedEx and a copy to the Embassy via fax.

Please select one category that best represents your business within the University Research Park Industry:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Research/Science/Tech Park | <input type="checkbox"/> Incubator | <input type="checkbox"/> Economic development agency | <input type="checkbox"/> Biotechnology company |
| <input type="checkbox"/> Architectural/Design | <input type="checkbox"/> Real estate development | <input type="checkbox"/> Commercial real estate brokerage firm | <input type="checkbox"/> Intellectual Property Law firm |
| <input type="checkbox"/> Venture Capital Firm | <input type="checkbox"/> Press | | |

Payment Information

I authorize AURP to charge the credit card listed below a non-refundable \$35.00 processing fee. VISA MasterCard

Account Number _____ Expiration Date _____ / _____

Cardholder's Name _____

Cardholder's Signature _____

Deadline for Requests: Wednesday, November 12, 2008

TERMS AND CONDITIONS:

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