

PROCEDURE FOR THE REQUEST OF INVITATION LETTERS TO PARTICIPATE IN EVENTS ORGANIZED BY FONDAZIONE BRUNO KESSLER

Invitation letters to apply for a visa will only be issued to:

- people the organization knows (notification by one of the members included in the organization of the event/conference is required)
- speakers or participants of the conference/event
- committee members
- attendees who have paid their registration fee in full amount

Invitation letters cannot be issued for accompanying people, even if they have paid the accompanying person ticket.

To request an invitation letter, please send an email to eventi@fbk.eu **with a copy of your passport attached** specifying in the body of the mail the following data:

- Full name (as written in the passport)
- Affiliation: organization/company name
- Home address
- Telephone number
- Place and date of birth
- Passport number and passport expiration date
- Are you a speaker/presenter? (Yes or No)
- Title of your talk or poster
- Gender (female/male)
- Embassy or consulate you will apply to

Electronic letters will be issued promptly upon verification of paid registration. Paper signed letters via regular mail must be previously required.

Invitation letters will state the following information:

- Conference dates, title, location
- Role of the requester in the conference/event (i.e.: committee member, speaker or attendee)
- Payment of the registration fee and information about coverage of the additional travel costs

Invitation letters will not be issued to requesters who have not previously paid the registration fee. In case your visa is not released the registration fee will be reimbursed unless the cancellation policy of the event does not allow it.

For additional information you may visit the [Italian Ministry of Foreign Affairs web site](#).

IMPORTANT: In case you get your visa issued, it is required to send copy of the confirmation to eventi@fbk.eu.

Please be informed that in case of no-show the embassy or consulate you applied to and the local police headquarters (*questura*) will be immediately informed to comply with the relevant requirements.

Pursuant to art. 13 of EU Regulation No. 2016/679 (GDPR), the above personal data shall be processed exclusively to issue the visa support letter and by using proper measures to ensure confidentiality and avoid access by non-authorized third parties.