

PASSPORT & VISA

Please note that invitation letters for visa purposes can only be issued to people who have completed the registration process and paid the registration fee.

Visitors from non-EU countries must possess a passport valid for **at least three months** after the planned departure from the Czech Republic. Please note that **the visa application process can take up to 6 weeks**. Therefore, the participants requiring a visa should apply immediately to the consular office or embassy of the Czech Republic in their home country in order to avoid any inconvenience. See the list of countries whose citizens require a Visa [here](#).

For more detailed information please see the official website of the [Ministry of Foreign Affairs of the Czech Republic](#).

The Conference Secretariat assists delegates by processing the official invitations upon request. These letters do not commit the Local Organiser to any financial obligation.

Before your appointment, please contact the embassy and ask which of the following documents they require to issue a visa for you: Official invitation by the **Conference Organiser** or **Official invitation by the Foreigners Department of the Czech Police**.

Official invitation by Conference Organiser – required information:

- Your full name
- Date of birth
- Place of birth
- Country of citizenship (the country which issued your passport)
- Passport number
- Date of expiry of your passport

Condition for the issuance of the invitation letter by the Conference Organiser is as follows:

- Payment of registration fee

The invitation letter will be sent to your email as a PDF file upon providing all the required information. However, should the embassy require an original invitation letter, we can deliver it by two following ways:

1) Regular post – free of charge; however, the delivery cannot be guaranteed as there is no way to track the delivery. The organisers shall not be held responsible or liable for any delay or failure in delivery.

2) Express delivery service (FedEx, DHL) – the fee shall be covered by the participant in advance, together with the meeting fee. The express delivery fee is **30–60 EUR**, depending on the country of delivery. The organiser strongly recommends using this option as it is faster and enables the delivery to be tracked (using a tracking number).

The invitation letter should be presented to the Czech embassy in your country in order to receive a visa for the Meeting.

Official invitation by the Foreigners Department of the Czech Police – required information:

- Your full name
- Date of birth
- Place of birth
- Country of citizenship (country which issued your passport)
- Passport number
- Date of issue of your passport
- Date of expiry of your passport
- Permanent address

Conditions for the issuance of the invitation letter by the Foreigners Department of the Czech Police are as follows:

- Payment of registration fee
- Payment of accommodation

The fee for the official invitation from the Foreigners Department of the Czech Police is 65 EUR plus express delivery service (price may vary depending on country of delivery, usually 30–60 Eur).

As soon as the required data has been received and the **registration and accommodation fees have been paid**, the Conference Secretariat will start the process of issuing the official invitation for you. This process usually takes a few weeks. When the

official invitation is ready, it will be sent to you by express delivery service. The letter you receive should be presented to the Czech embassy in your country during the visa application process.

We strongly advise you to apply at least two months prior to the Conference.