



Date

Contact Information for invitee

Dear _____:

Thank you for agreeing to participate in the upcoming conference on
" _____ " on (insert dates).

The two day conference will examine _____. You will discuss
_____. Specifically you will examine how _____.

Southern Methodist University will cover all costs relating to travel and living expenses and will pay you a \$_____ honorarium. The United States has restrictive laws regarding payments made to non-U.S. Citizens. Therefore, it is necessary that you enter the United States in a non-immigrant classification that allows Southern Methodist University to pay you your honorarium.

If you are from a country that is part of the Visa Waiver Program (VWP), you do not need a visa to enter the United States, but you must have authorization through the electronic System for Travel Authorization (ESTA) prior to your travel. Upon arrival in the United States, you should specifically request WB (waiver for business) classification at the port of entry. For information about the VWP and ESTA, visit the State Department website.

If your country is not part of the Visa Waiver Program, you will need to obtain a B-1/B-2 visa from the U.S. Consulate (or use an unexpired B-1/B-2 visa already stamped in your passport if applicable) and request to be admitted as a B-1 (visitor for business) upon your entry into the United States.

These two classifications (WB & B-1) allow you to receive honoraria and allow the reimbursement of travel related expenses. Please note that if you enter the United States in B-2 or WT (waiver for tourism) status then Southern Methodist University will be unable to pay your honorarium and/or reimburse your expenses.

Again, thank you for agreeing to participate in this exciting conference. If our office can be of any assistance you can contact us at 214-768-4475. We look forward to welcoming you to Southern Methodist University.