For the VISA invitation letter:

* Who is coming?
  Be very clear what the name is; sometimes there is a confusion on the surname.
  What is the title? (Mr., Ms., Dr. etc.)
  What is appropriate salutation? (such as Dear Dr. Smith)

* What is the home institution and mailing address?

* When and how long?
  SAMPLE: I have not yet booked a ticket. So with a safe margin on both sides of two days, August 21st to 29th August would be the period.

* What is the reason for the visit?
  To attend “Attend the US ATLAS Regional Hadronic Final State Forum Workshop”

* Where to send the letter of invitation; is a FAX needed too?
  The letter of invitation should be sent to the institute address.

Please send the answers back to Thanh Ly (tkl@slac.stanford.edu).