

Given Name: _____	Family Name: _____
Gender: _____	Birthdate: _____
Passport Number: _____	Passport Issuing Country: _____
Issue Date: _____	Expiration Date: _____
Company Name: _____	Position/Career: _____
Business Address: _____	
Telephone: _____	Email: _____

To whom it may concern,

The Broadband Forum (BBF) will be holding its fourth quarter meeting in Panama City, Panama on December 2-5, 2019 and \_\_\_\_\_ is cordially invited to attend. Additional information regarding the meeting is below.

The meeting is being held in Panama City, Panama at the Hilton Panama Hotel.

**Address:** Balboa Avenida Aquilino de la Guardia, Panama City, Panama

**Phone:** +507-280-8000

\_\_\_\_\_ is representing their employer while attending this meeting and their travel related expenses and conference fees will be borne by their employer.

**To further assist in processing this Visa request, the following is a description of the BBF:**

The Broadband Forum is a non-profit Corporation operated for the benefit of its members.

The mission of the Broadband Forum is to develop multi-service broadband packet networking specifications addressing interoperability, architecture and management. Our work enables home, business and converged broadband services, encompassing customer, access and backbone networks.

**Hotel Reservations:**

A block of rooms has been set-aside at the rate of \$135.00 per night for Single Occupancy and \$150 per night for Double Occupancy (*the room rates does not include taxes, fees or service charges however in room internet access and breakfast are included*). To be guaranteed this discounted rate, reservations must be made by **Friday, November 8, 2019** or until sold out.

*\*The Broadband Forum rate will be honored three days prior and three days following the meeting, based on availability.\**

**Meeting Registration and Fee:**

Pre-registration meeting fee is due before Monday, November 25, 2019 at 5:00pm Pacific Time.

Thank you for your time, please feel free to contact me with any questions.

Best Regards,

Mrs. Gabrielle (Gabby) Bond  
Meeting Manager / The Broadband Forum  
Email: [gbond@amsl.com](mailto:gbond@amsl.com) / Direct (510) 492-4022 / Fax (510) 492-4001

*Note: For details on how this information is used and stored please our: [Privacy Policy](#). If you would like the Forum to retain this personal information for the creation of future visa letters please select this check box \_\_\_\_.*