

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 second quarter meeting in Seoul, Korea on June 17 – 20, 2019 and \_\_\_\_\_ is cordially invited to attend. Additional information regarding the meeting is below.

The meeting is being held in Seoul, Korea at the Millennium Seoul Hilton Hotel.

**Address:** 50 Sowol-ro, Jung-Gu, Seoul, Korea 04637

**Phone:** +82-2-317-3375

\_\_\_\_\_ is representing his/her employer while attending this meeting and their travel related expenses and conference fees will be borne by his/her 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 Single Occupancy Room / Double Occupancy Room 180,000 KRW (*the room rates does not include taxes, service charges but in room internet access is included*). To be guaranteed this discounted rate, reservations must be made by **Friday, May 31, 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, June 10, 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 \_\_\_\_.*