**Passport and visa requirements**

The visitors from non-EU countries must possess a passport valid for at least three months ahead. Participants requiring a visa should apply immediately to the consular office or embassy of the Czech Republic in their country in order to avoid inconvenience. Please note that the visa application procedure can take up to two months.  
For more detailed information please see the official website of [Ministry of Foreign Affairs of the Czech Republic](http://www.mzv.cz/jnp/en/index.html)  
  
The Meeting Secretariat assists the delegates by processing the official invitations on request.  
These letters do not commit the Local Organizing Committee to any financial obligation.  
  
Contact the embassy and ask which of the following documents they require to issue a visa for you for the Meeting: Official invitation by meeting organizers or Official invitation by the Foreigners’ Department of the Czech Police.

**Official invitation by meeting organizers – information needed:**

Your full name  
Date of birth  
Place of birth  
Country of citizenship (country which issued your passport)  
Number of your passport  
Date of expiry of your passport

**Official invitation by the Foreigners’ Department of the Czech Police – infor­mation needed:**

Your full name  
Date of birth  
Place of birth  
Country of citizenship (country which issued your passport)  
Number of your passport  
Date of issue of your passport  
Date of expiry of your passport  
Permanent address  
  
The official invitation by the Foreigners’ Department of the Czech Police is chargeable of fee 95 EUR.  
As soon as the required data are received and the registration and accommodation fees are paid, the Meeting Secretariat will start the procedure of issuing the official invitation for you. The procedure usually takes a few weeks. When the official invitation is ready, it will be sent to you by post or express delivery service. You shall then present it at the Czech embassy in your country and get visa for the Meeting.