

# KAVLI INSTITUTE FOR THEORETICAL PHYSICS

UNIVERSITY OF CALIFORNIA  
SANTA BARBARA, CA 93106-4030  
[HTTP://WWW.KITP.UCSB.EDU](http://www.kitp.ucsb.edu)

CONFERENCES: 805-893-6306  
OFFICE FAX: 805-893-2431  
SECURE FAX: 805-893-3486

(date)

(address)

Dear (Name)

As you know, the Kavli Institute for Theoretical Physics will hold a conference entitled, "XXXXX" DATE – DATE.  
[CONFERENCELINK](#)

We are pleased to extend to you this formal invitation to speak at this conference. We ask that you plan to attend the entire conference since participation and interaction throughout the week is what makes a productive event.

We recognize that you will play an essential role in this conference, and we greatly regret that our available funds do not allow us to be as generous in helping with your expenses as we would wish. At present, we have allocated funds for up to six nights stay at the conference hotel, the Best Western South Coast Inn. If you stay at the conference hotel, KITP will arrange for direct payment. If you stay elsewhere, KITP will reimburse it up to the amount of the Best Western, and you will need to provide a receipt. If supplying travel expenses from your own resources presents an obstacle to your participation, please immediately fill out the online travel request form at <http://www.kitp.ucsb.edu/conf-travel-request-form>.

You will find information about the rooms being held for this conference at the Best Western South Coast Inn on the conference website, link above. Please make your hotel reservations early, and mention the nickname of the conference (XXXX) so that KITP will receive the discounted rate.

If you are not a US citizen, you will need to show an appropriate status (i.e., B1, J1, H1, WB, PR) in order to be reimbursed. Please bring your employment authorization card or passport, visa and I94 card. Should you have questions regarding your status, or if you will have a J or H visa issued by **another institution**, please contact Timber Kelley at ([timber@kitp.ucsb.edu](mailto:timber@kitp.ucsb.edu)).

KITP policy requires that every participant pay the registration fee of \$360.00, which is used to cover expenses that we are not permitted to reimburse under our grant. Please go online and pay the registration fee before the early registration fee deadline of DATE, as the fee will increase \$50 after that date.  
<http://www.kitp.ucsb.edu/pay>

Please contact the conference coordinator if you have questions regarding the scientific aspects of the program. Please contact KITP Conference Staff ([kitpconf@kitp.ucsb.edu](mailto:kitpconf@kitp.ucsb.edu)) if you have other questions or concerns about the conference.

We look forward to your participation in this conference.

Sincerely,

Lars Bildsten,  
Director