Please fill complete all sections in yellow. Failure to do this can result in your invitation letter being delayed in being back sent you.

Name/address and contact details for Embassy:

Dear Sir/Madam,

We are the organisers of Women in Tech Africa Conference. We are pleased to formally invite the following person as an attendee to our 2020 show, which takes place at The Century City Conference Centre, Cape Town. The show opens for business on 18th March 2020 and runs until 19th March 2020.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name:  (As on passport) |  | | | | | | | |
| Passport Number: |  | | | | | | | |
| Date of Issue: |  | | | | |  | |  |
| Date of Expiry: |  | | | | |  | |  |
| Company Name |  | | | | | | | |
| Date of Birth: |  | | | |  | |  | |
| Place of birth |  | | | | | | | |
| Home Address: | | |  | | | | | |
| Company Telephone Number:  (including country dialing code) | | |  | | | | | |
| Email Address: |  | | | | | | | |
| Customer Number/INV Number: | | | |  | | | | |
| Event: | Women in Tech Africa | | | | | | | |
| Intended Dates of Travel | |  | | | | | | |
| South African Embassy Name: | |  | | | | | | |

All expenses incurred during their stay in Cape Town, South Africa, including board, lodging, transportation and medical insurance/costs will be the responsibility of the attendee. Please supply them with the necessary visas so that they can attend this Event.