

## Invitation Letter Policy

To request an Invitation Letter for a travel VISA to attend *Continuity & Resilience Today*, the applicant MUST adhere to the following steps:

1. Complete online registration to the payment step. STOP here, you do not have to pay the registration fee at this stage
2. Email your Invitation Letter request using your PERSONALIZED EMPLOYMENT email address. Requests from Gmail, Hotmail or other non-work related email accounts will not be accepted. Email addresses that are not from the applicant (ie: "info@) will not be accepted. All requests MUST have the applicants name within the email address.
3. Email your request to:  
Dan Joyce, Event Director, [djoyce@macgregorcom.com](mailto:djoyce@macgregorcom.com)
4. Once the above steps are completed a generic pre-signed Invitation Letter will be sent to the applicant. An invoice for payment and confirmation of registration will also be sent to the applicant.
5. The applicant must complete the Invitation Letter and send to the nearest Canadian embassy or consulate.
6. Once a travel VISA has been approved, registration fee payment is required by either credit card or direct deposit (wire transfer).

Thank you for your registration to *Continuity & Resilience Today*. We look forward to seeing you at the conference!

Dan Joyce  
Event Director  
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Toll Free: 1-888-443-6786 ext. 2229