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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 first quarter meeting in Addison (in the Dallas Fort Worth area), Texas, USA on March 20 to 23, 2023 and _____ is cordially invited to attend.

The meeting is being held in Addison, TX, USA at the Renaissance Dallas Addison Hotel.
Address: 15201 Dallas Parkway, Addison, TX 75001 **Phone:** +1.972.386.6000

_____ is representing their employer while attending this meeting and their travel related expenses and conference fees will be borne by their employer.

To further assist in processing this Visa request, the following is a description of the BBF:

Broadband Forum is the communications industry’s leading organization focused on accelerating broadband innovation, standards, and ecosystem development. Our passion – delivering on the promise of broadband by enabling smarter and faster broadband networks and a thriving broadband ecosystem.

Broadband Forum is an open, non-profit industry organization composed of the industry’s leading broadband operators, vendors, and thought leaders who are shaping the future of broadband.

Hotel Reservations:

A block of rooms has been set aside at the rate of \$189.00 per night Single/Double.

NOTE: There are several Renaissance Hotels in the Dallas area. Please be sure to reference the above address or only use the BBF provided links to obtain the BBF discounted pricing.

The above room rates does not include taxes, which are currently at the rate of 13.555%. However, the room rate includes in-room internet access, and use of the Health Club/Fitness Center. To be guaranteed these discounted rates, reservations must be made by **Friday, March 3, 2023** 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:

Early bird meeting fee is due before **Monday, February 20, 2023** at 5:00pm Pacific Time.

For more information on meeting fee pricing and other deadlines please see: [2023 Q1 Meeting – March 20 - 23](#). 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 / 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 ____.