



www.broadband-forum.org • 5177 Brandin Court • Fremont, CA 94538 USA

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 it's Q2 Annual Meeting in Porto, Portugal from June 5-8, 2023 and _____ is cordially invited to attend. Additional information regarding the meeting is below.

The meeting is being held at the: Hilton Porto Gaia
Address: 124 Rua Serpa Pinto, Vila Nova de Gaia, 4400-307

_____ 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 € 190 Single/ € 210 Double Persons (inclusive of taxes/exclusive of tourism tax €2 per person per night)

This room rate includes taxes, in-room internet access, the breakfast buffet and use of the Health Club/Fitness Center. However, the city tax of 2.39 EUR per night, per person is NOT included. To be guaranteed these discounted rates, reservations must be made by **Friday, August 7, 2020** 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:

Pre-registration meeting fee is due before Monday, August 24, 2020 at 5:00pm Pacific Time.

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 ____.