

Grand Hyatt Incheon
208 Yeongjong haeannam-ro
321 beon-gil, Jung-gu, Incheon 22382, Korea
P + 82 32 745 1234
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To whom it may concern:

With this letter, we kindly request you issue a visa to Mr./Mrs. _____ of the company _____, who is invited to participate with the Broadband Forum (BBF) at its summer meeting in Incheon, South Korea, from June 17 – 20, 2024 at the Grand Hyatt Incheon hotel.

_____ is an active Principal member of the Broadband Forum, and Mr./Mrs. _____ is invited to attend the meeting as a representative of _____. We are pleased to confirm the details of the meeting on behalf of Mr./Mrs. _____ please find their personal details included below.

Given Name: _____ Family Name: _____
Gender: _____ Birthdate: _____
Passport Number: _____ Issuing Country: _____
Issue Date: _____ Expiration Date: _____
Company Name: _____ Position/Career: _____
Business Address: _____
Telephone: _____ Email: _____

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

The Broadband Forum is a non-profit organization operated for the benefit of its members.

The mission of the Broadband Forum is to develop multi-service broadband packet networking specifications addressing interoperability, architecture and management. Our work enables home, business and converged broadband services, encompassing customer, access and backbone networks.

Airplane tickets, boarding/lodging expenses will be fully borne by _____. The meeting will be held at the Grand Hyatt Incheon hotel and the above stated person will be lodged at this hotel.

Hotel Address: 208 Yeongjonghaeannam-ro, 321 Beon-gil, Jung-gu, Incheon 22382, Korea

Hotel Accommodation:

Reservation number: _____
Arrival Date: _____
Departure Date: _____
Room Type: 1 King Bed Deluxe West Tower
Daily Room Rate: 230,000 KRW

We, Grand Hyatt Incheon, the Broadband Forum meeting provider contact, declare the above information true and factual to the best of my knowledge. If you should have any questions, please feel free to contact me or my colleagues.

Thank you,

MEETING CONTACT:

Mrs. Gabrielle (Gabby) Bond, Meeting Manager - The Broadband Forum

Email: gbond@amsl.com / Mobile (650) 743-4980 / Fax (510) 492-4001

PROVIDER CONTACT:

Grand Hyatt Incheon

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