

**Grand Hyatt Incheon**  
208 Yeongjong haeannam-ro  
321 beon-gil, Jung-gu, Incheon 22382, Korea  
P + 82 32 745 1234  
F + 82 32 745 2500



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: <u>1 King Bed Deluxe West Tower</u>
Daily Room Rate: <u>230,000 KRW</u>

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

**PROVIDER CONTACT:**

Grand Hyatt Incheon

Email: [incheon.grand@hyatt.com](mailto:incheon.grand@hyatt.com) / Tel +82 32 745 12364 / Fax +82 32 745 2500

**Name of Company**

KAL Hotel Network (Grand Hyatt Incheon)

**Business Number**

121-85-21008

**Name of Representative**

David Pacey and 1 other

**Telephone Number**

82 32-745-1234

**Business Address**

Unseo-dong, Incheon International Airport, Yoengjonghaeannam-ro, 321beon-gil, Jung-gu, Incheon,  
Republic of Korea