



Personal Record for Letter of Invitation  
Dallas, Texas, December 8-13, 2013

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**I. Personal Information**

Last Name:

First Name:

Title:

Citizenship:

Gender:

Date of Birth:

Male

Female

Place of Birth:

Home address

House number, street:

City, Postal Code:

Country:

Telephone Number:

E-mail:

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## **II. Institution**

Name of Institution:

Current Position:

Office Address

Street Number and Name:

City, Postal Code:

Country:

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## **III. Presentation Information**

*(if applicable)*

Title of Presentation:

Abstract:

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**IV. Invitation Information**

Scheduled Dates of stay:

Arrival Date:

Departure Date:

Shipment of the original letter of invitation

by regular mail

by express mail

to the home address

to the office address

Contact Person for mail

Contact Phone Number for mail

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**Please e-mail the completed form to:**

**Texas2013@utdallas.edu**

**Or fax: 972-883-4569**

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