|  |  |
| --- | --- |
| Current dateContact NameTitleCompanyAddressCity, State, postal codeCountry | **RE: Invitation to explore Sage Partner Summit 2020** |

Dear **Contact Name:**

This letter is to confirm that you have been invited to attend the Sage annual conference, Sage Partner Summit 2020, Orlando, Florida, USA, from on or about March 1, 2020 to March 4, 2020. Sage Partner Summit is an opportunity to attend numerous technology workshops, vendor exhibits, and panel discussions. It also provides an opportunity to network with leading professionals from all over the globe as well as interact with key Sage executives. Registration rates vary according to registration type and expiration dates. Registration rates for Sage Partner Summit 2020 and additional information are available at: [www.sagesummit.com/partner](https://www.sagesummit.com/partner). Information regarding the applicable visitor visa, for those it is required, please reference the information provided below.

Sage provides small and medium organizations with a range of easy-to-use, secure, and efficient business management software and services—from accounting, HR, and payroll to payments, enterprise resource planning, and customer relationship management. Sage customers receive continuous advice and support through a global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has millions of customers and circa 13,000 employees in 23 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil.

We look forward to your attendance at Sage Partner Summit 2020.

Yours sincerely,

Sage Partner Summit

Registration Team

Sagepartnersummit@sage.com

**Business** **Visitor Visa for Travel to the United States**

Refer to these links for the latest information on U.S. Business Visas and how to obtain:

[**Business Visa**](https://travel.state.gov/content/travel/en/us-visas/business.html)**…**

<https://travel.state.gov/content/travel/en/us-visas/business.html>

[**Visitor Visa Overview**](https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html)**…**

<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>

[**The Visa Waiver Program**](https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html)**…**

<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>

[**Citizens of Canada and Bermuda**](https://travel.state.gov/content/travel/en/us-visas/tourism-visit/citizens-of-canada-and-bermuda.html)**…**

<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/citizens-of-canada-and-bermuda.html>

**Business Visa (B-1):**

* consult with business associates
* attend a scientific, educational, professional, or business convention or conference
* negotiate a contract
* Learn more about [Business Travel to the United States](https://travel.state.gov/content/dam/visas/PDF-other/VisaFlyer_B1B2_March_2015.pdf) (PDF - 362 KB) on a visitor visa.

**How to Apply**

There are several steps to apply for a visa. The order of these steps and how you complete them may vary at the U.S. Embassy or Consulate where you apply. Please consult the instructions available on the [U.S. Embassy or Consulate website](http://www.usembassy.gov/) where you will apply.

**Complete the Online Visa Application**

* **Online Nonimmigrant Visa Application,**[Form DS-160](https://ceac.state.gov/genniv/) – [Learn more](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application.html) about completing the [DS-160](https://ceac.state.gov/genniv/). You must: 1) complete the online visa application and 2) print the application form confirmation page to bring to your interview.
* **Photo**– You will upload your photo while completing the online Form DS-160. Your photo must be in the format explained in the [Photograph Requirements](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html).

You must schedule an appointment for your visa interview, generally, at the [U.S. Embassy or Consulate](http://www.usembassy.gov/) in the country where you live. You may schedule your interview at any U.S. Embassy or Consulate, but be aware that it may be difficult to qualify for a visa outside of your place of permanent residence.