

**25<sup>th</sup> ANNIVERSARY OF THE ANNUAL CONFERENCE ON DISTANCE TEACHING & LEARNING**  
**AUGUST 4-7, 2009**  
**MADISON, WISCONSIN, USA**  
**<http://www.uwex.edu/disted/conference>**

Thank you for your interest in attending our conference this year. We hope you can join us at our 25<sup>th</sup> Anniversary event. Below are some facts about the conference AND instructions on requesting an invitation letter, if required by your embassy to obtain a visa. Our conference brochure and online registration will be available in May.

- Conference registration fee includes all Thursday & Friday presentations and keynotes; refreshment breaks; Exhibit Hall access; continental breakfast and lunch on Thursday; meal and dessert reception on Friday; conference proceedings. If arriving early, we welcome you to attend the Welcome-to-Wisconsin Reception on Tuesday and a reception in the Exhibit Hall on Wednesday)  
Estimated fees (finalized in April):      \$425 until July 17      \$475 after July 17
- Optional Wednesday workshops (these are not included in the Conference registration fee)  
Estimated fees:  
\$160/\$175 for one full-day workshop (includes luncheon)  
\$75/\$80 for each half-day workshop

**Requesting an Invitation Letter**

We strongly recommend that you secure your travel visa **before** registering for the 25<sup>th</sup> Annual Conference on Distance Teaching & Learning. Because some countries require a formal invitation letter as part of the visa application process, we have established the following procedures to better serve you:

- A request for an invitation letter must be sent on your **university's or employer's official letterhead**. You **must include** the following information: Your first name, last name, organization/company, job title, building address, street address, city, region, country, country code, email address, phone number, and fax number.
- Requests must be faxed to our office (608-265-7848) by June 12, 2009. We will then **fax** the invitation letter to the individual requesting it. If there is time, we may send the invitation letters via standard U.S. Postal Service **airmail** (we do not provide overnight or other express delivery services).  
**Note:** We will make up to three attempts to fax the invitation letter, so please make sure you have listed the correct working fax number for us to send to.

**Please remember:**

- Attendees are responsible for all of their conference and travel expenses. We are unable to provide any funding to subsidize registration costs or any other attendee expenses.
- Attendees are responsible for contacting and forwarding the necessary information, forms, etc. to the appropriate embassy to obtain a visa or travel permit. We do NOT have connections with any embassies.
- We do not have attendance limits for the conference, so you may register for the conference up to a week before it starts via our Registration Office or you may register on site at the conference. There is limited space for the optional Wednesday pre-conference workshops which have separate fees.
- Any questions contact Kimary Peterson at 608-265-4159 or email [distel2@education.wisc.edu](mailto:distel2@education.wisc.edu)

**Electronic Funds Transfer/ACH/Wire Transfer Bank Information:**

If you wish to send funds through your bank to the University of Wisconsin–Extension or to the University of Wisconsin-Madison Continuing Education departments served by UW–Extension, please let us know and we will give you the information needed to process that.