



## **SAMPLE PROGRAM INVITATION**

Dear {first\_name} {last\_name},

The Simons Center for Geometry and Physics is hosting the {event\_name} organized by {event\_\_organizers}. The program occurs from {event\_\_date\_start} to {event\_\_date\_end}. On behalf of the Simons Center, we would like to invite you to spend one month at the Center during this time.

For more information on the program, please visit: {event\_url}

## **VISIT INFORMATION**

The Center will provide:

1. Lodging at SCGP visitor housing (all costs covered by the center) for up to one month.

## **TRAVEL EXPENSES & MEALS**

We would appreciate the use of your own travel funding sources as much as possible, to maximize the number of participants in the program (particularly, young researchers). Please respond to this message if you do not have any travel funding available, and would like to ask for financial assistance for your travel costs.

Be kindly advised that you are responsible for your meal costs during your stay, but we will provide you with a discount at the Simons Center cafe for breakfast and lunch.

## **PLAN YOUR VISIT**

For all pertinent information regarding your visit to the center including immigration/VISA, amenities, transportation, and much more, please visit our dedicated Visitor Information page:

<https://scgp.stonybrook.edu/visitor-info>

International travelers requiring a visa: before confirming your attendance we recommend you take a look at your local consulate wait times. If you will not be able to obtain a visa before your scheduled arrival date please respond to this message. Do not book any flights until you are sure you can come to the US. This only applies to international travel, not domestic travel.

## **TO CONFIRM OR DECLINE**

Respond by {date\_registration\_deadline}

Log in to the online registration page below to confirm (or decline) your attendance and select your preferred dates. Date availability is on a first come, first serve basis. Two weeks is the minimum amount of time for a program visit. Please respond to this message if you choose to attend for less than two weeks or if you believe the Center is at capacity during your requested dates. Do not book any travel until your requested dates have been confirmed.

You can access your registration information here: <https://scgp.stonybrook.edu/register>.

Last Name: {last\_name}

Email: {email}

Pin: {password}



## **HOUSING**

Our housing coordinator will arrange your local accommodations. If you should have specific requests (not guaranteed) or need assistance with travel arrangements, please email [housing@scgp.stonybrook.edu](mailto:housing@scgp.stonybrook.edu).

## **INSURANCE**

As a visitor of the Center it is your responsibility to hold health insurance or obtain travel medical insurance in case there are any emergency medical expenses (unexpected illness, injury or medical condition) that occur during your stay. By confirming your visit to the SCGP, you agree to this requirement.

We hope you will be present and engaged in the activities of the Center and add your expertise to our programs, lectures, and seminars. If you have any questions, please reply to this message.

Best regards,  
{event\_\_organizers}

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