

General information for the UN conference organisers regarding visa questions

In order to provide you with adequate visa support for your conference participants, the procedure should be as follows:

1. You contact the Federal Foreign Office before the registration information is sent out so that we can add relevant visa information to it (e.g. the online appointment system of German missions abroad and the online application system “Videx” – see information sheet for conference participants).
2. After that, you send us a formal notification with the necessary information on location, expected number of participants, time schedule and regional limitations together with a sample or different samples of invitation letters.
3. Participants then register for the conference. We can guide you through what kind of information needs to be written in the invitation letter so that the visa section abroad can work with it. The following points are relevant for the invitation letter:
 - Who will cover the cost of travelling and living during the participant’s stay? Participant/UN?
 - Does the participant have adequate travel medical insurance through the UN?
 - Will the conference participant have to travel again in the near future? (Is a long-term visa needed?)
 - For which period does the visa need to be issued? (We advise you to ask for some days ahead of and after the conference in order to be flexible to schedule further meetings around it.)

The participant should be able to present a copy of the invitation letter when applying for the visa.

4. You regularly send us updates on the participants in an excel sheet (we send you a sample) for conferences with more than ten participants. Please note that we cannot send single visa support letters to Embassies for conferences with more than ten participants. (For conferences with fewer than ten participants we can accept individual visa request notifications.)

All this has to be done well ahead of time, since many visa sections worldwide are booked up several weeks in advance.

Multiple-entry visas allow qualified visitors to come and go from Germany for up to 90 days in a 180-day period for up to 5 years, without having to reapply each time. This option is of particular benefit to persons who have to travel frequently for professional or private reasons and have proven their reliability by using previous visas legally. Please make sure to mention in the list of



participants if the applicant is a frequent traveller to the Schengen states. In these cases we strongly advise that they have health insurance for the whole period of the requested visa.

Please announce workshops and conferences well ahead of time to OR02-04@diplo.de, even without this list. If possible, please transmit a schedule for the whole year with all the conferences at the beginning of the year.

Visa support requests can be sent to OR02-04@diplo.de and OR02-0@diplo.de. Do not hesitate to contact us if questions arise.