

Experience sharing – visa application for Macao Convention

Delegates to note :

1. Before making a trip, please check the visa requirements whether you need an **entry visa** to the country for the convention or if you need to make a stop to change plane enroute, whether the transit country require a **transit** visa.
2. After checking the information, decide which route you take to go to the convention country.
3. To submit an application, some countries would need to go through the embassy in their own country. This will involve two parties, the local embassy and the visa issuing authority overseas. Submission two months ahead is recommended. One month is not adequate.
4. For the Macao convention-, countries that require to apply for visa to transit Hong Kong or to join the technical visit to Hong Kong, the local authority alone need one month processing time. Hence the submission to the local embassy should be done 6 to 8 weeks in advance. This will help in getting the visa ~~latest-at-least~~ one week before the convention to confirm air tickets and hotel booking.
5. Maintain close contacts with the visa issuing authority to identify early indication of problematic cases as they may affect the visa approval of the whole batch of applications. These cases would normally require re-submission of supporting documents which will lengthen the time required for visa approval. Alert the host country for timely intervention if needed.
- 4.6.Inform the host country flight itinerary so that local authorities can be alerted prior to arrivals of delegates to prevent unnecessary disruption in travel.

Convention host country :

1. Treat convention programme and visa requirements separately with information on the latter made available as soon as possible. Convention host country to obtain relevant visa requirement information and pass onto CILT International well ahead of convention programme finalization so that Territories/Branches could be informed and information posted on CILT website (before the convention website is created).
2. Visa application may need to be supported by ‘invitation letter’. Countries should sound out members on their interest in attending CILT ICM and get the name list. This name list may be longer than the actual number attending the conference. However, the name list can be submitted to the local visa authority (with invitation letter) in advance to alert

them. This scenario assumes that the application has to be submitted via the local embassy and the local authority is happy to facilitate.

3. For applications submitted to the convention country direct, these applications also need invitation letter and at least one month processing time depending on the country requirement. Either that visa be mailed directly to the applicant or the local CILT branch could collect the visa on behalf of applicants but again timing is important as the visa would need to reach the applicant.

3.4. For visa-on-arrival cases, convention country should provide invitation letters to facilitate the delegates applying for visas upon arrival at the country, and provide information on conditions to be met for visas to be issued upon their arrival.