

Date: \_\_\_\_\_

VIU Conference and Event Services  
900 Fifth Street  
Nanaimo BC V9R S5S  
event.services@viu.ca

From: \_\_\_\_\_  
(Dean, Director or Campus Principal)

\_\_\_\_\_  
(VIU Faculty or Department)

### Letter of Invitation

Event name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

This is to confirm that our department has extended an invitation to the above organization to use facilities here at Vancouver Island University (VIU). This organization has a special or direct relationship to the department and we will sponsor their attendance here at VIU. By extending this invitation the department guarantees this event is closely allied with education and compatible with the aims of the University. The department will be responsible for booking rooms and must have a member of the department present at the event to ensure adherence to VIU policy and procedures.

We understand that our department is under no financial obligation to this event.

\_\_\_\_\_  
(Signature of Dean, Director or Campus Principal)