

Sample 2 (Example of IChO Invitation Letter).

Head of the delegation of “country”

November, 2001 - -

Communication number 1

Dear Mr./Mrs.,

We are very happy to be able to invite the delegation from “country” to participate in the 34th International Chemistry Olympiad, which will be held in Groningen, The Netherlands, from July 5 till July 14 2002.

A delegation consists of a maximum of four students from secondary schools and two mentors. One Scientific Observer may be added as part of the official delegation.

Observing countries are entitled to send one Scientific Observer. A country must send observers to two consecutive Olympiads before its team can participate in the IChO.

Guests accompanying the delegation will of course also be welcome in Groningen. Please check the regulations concerning the composition of a team carefully. You can find a copy of the regulations at the following URL: www.icho.sk.

The organizing committee will act as host for your delegation from the 5th of July 2002 until the 14th of July 2002. We will provide transportation, lodging and food for your team during that period, including transportation from and to Schiphol Airport. You will need a copy of this letter of invitation as a reference when obtaining the necessary visa for the Netherlands. Please check the visa information, which is provided with this letter.

The agreed participation fee for each country is set at US\$ 100*N. N is the smaller of the following: the number of years elapsed since the country sent a participating team to the IChO's, or the number of years elapsed since the country hosted an IChO. The registration fee for a guest or a scientific observer has been set at US\$ 1500, -.

Together with this letter we are sending you the necessary registration forms, which must be returned in due time. You will also receive a copy of Catalyzer issue 34, numbers 1 and 2. The set of preparatory problems will be available towards the end of December 2001. You can check our URL: www.chem.rug.nl/icho34 for the latest news.

We would like you to acknowledge receiving this letter of invitation by e-mail at icho34@chem.rug.nl

We are looking forward to welcoming you and your delegation at the 34th IChO in Groningen.

Wout Davids, president of the 34th IChO Jan Apotheker, chair organization 34th IChO.