

Date

Name

Position

Institute

Address of institute

Dear NAME,

We are delighted to invite you to spend time visiting the Australian SKA Regional Centre (AusSRC) for the period of 1 – 5 December 2025, while AusSRC hosts Program Increment Planning #29 (PI29).

PI29 will be held in Perth, Western Australia and you will be jointly hosted by all four AusSRC partners: CSIRO Australian Resources Research Centre (ARRC), Curtin Institute for Radio Astronomy (CIRA), the Pawsey Supercomputing Research Centre, and the University of Western Australia (UWA). All institutions can provide you with internet access and administrative assistance, as required. AusSRC shall provide the venue for PI29, in addition to daily catering (morning and afternoon teas and lunches) and childcare for those coming with families.

As you have indicated your intention to attend PI29, **we would like to extend our invitation to you to come to Perth up to one week in advance** for the opportunity to take part in the SRCNet pre-PI29 workshops and for the opportunity to visit the AusSRC partner institutions and meet with Australian colleagues. The workshops and other networking activities will be held at the Australian Resources Research Centre (ARRC), home of CSIRO and SKAO in Perth.

In total, **for this additional week plus PI29, AusSRC will offer financial support.**

On the proviso that your institution pays for your round-trip flights and 1 week of accommodation for the week of PI29, ground transport and incidentals, we offer support for:

- Up to 7 additional hotel nights within the date range: 23 – 29 November inclusive (up to \$250 AUD per night).
- For those requiring larger rooms or suites for family accommodation, we will pay the difference between a single occupancy room and a family room for up to 2 weeks (during the workshops and PI29; up to \$150 AUD per night).
- Catering provided during the workshops and PI29 (morning and afternoon teas, lunches). Options for alternative meals are also close by to the venue.
- Childcare provided for 2 weeks (Monday – Friday), plus a mother + baby room during the workshops and PI29.

Reimbursement for the accommodations will be arranged upon provision of an invoice from your institution for the dates on 23 – 29 November 2025. AusSRC shall organise everything else.

In addition, the AusSRC will provide:

- AusSRC management team support for organising visits, room bookings, wifi and other local support.
- Welcome pack with local information and ideas and information for sightseeing.

The AusSRC team and partners would be keen to hear about your research or SRCNet activities during your visit. Please let us know if you are interested in giving a presentation so we can arrange a time and location for an audience to attend, if time allows within the workshops and PI29 agendas.

We request this letter be accepted as part of your visa application.

We look forward to hosting you in Perth.

Kind regards,

Dr Karen Lee-Waddell
AusSRC Director

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