

Logistics Details for Upcoming Travel Seminar and Workshops

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming travel seminar and workshops scheduled for [Date]. Below are the logistics details:

Event Details

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue Name, Address]

Accommodation

Your reservation has been made at [Hotel Name] for the nights of [Check-in Date] to [Check-out Date]. Please find your booking confirmation attached.

Transportation

Shuttle service will be provided from [Airport/Train Station] to the hotel on [Date]. Please look for our team holding a sign with our logo.

Agenda

The agenda for the seminars and workshops will include:

1. [Workshop Title 1] - [Time]
2. [Workshop Title 2] - [Time]
3. [Keynote Address] - [Time]

Contact Information

If you have any questions or need assistance, please contact:

[Contact Name]

Email: [Email Address]

Phone: [Phone Number]

We look forward to welcoming you to the seminar and workshops!

Best Regards,
[Your Name]
[Your Position]
[Your Organization]