

Final Presentation Requirements

Dear [Recipient's Name],

We are pleased to inform you about the requirements for your final presentation scheduled for [Date]. Please review the following guidelines to ensure a successful presentation:

Presentation Length

Your presentation should be between [X and Y] minutes long.

Content Guidelines

- Introduction of the topic
- Key findings or results
- Conclusion and recommendations

Visual Aids

Please prepare a PowerPoint presentation of no more than [X] slides. Ensure to include visuals that enhance your message.

Technical Requirements

Ensure all equipment is functioning properly. Familiarize yourself with the presentation tools available at the venue.

Submission Deadline

All presentation materials must be submitted by [Deadline Date].

We look forward to your presentation. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]