

Conference Presentation Agreement

Dear [Presenter's Name],

We are pleased to confirm your participation as a presenter at the [Conference Name] which will take place on [Date] at [Location]. This letter outlines the terms of your presentation agreement.

Presentation Details

- **Presentation Title:** [Title of Presentation]
- **Presentation Date and Time:** [Date and Time]
- **Duration:** [Duration of Presentation]
- **Conference Fee:** [Fee Amount, if applicable]

Responsibilities

As a presenter, you agree to:

- Provide a presentation in accordance with the conference theme.
- Submit your presentation slides and any other materials by [Submission Deadline].
- Register for the conference by [Registration Deadline].

Compensation

[Details about compensation, reimbursement, etc. if applicable.]

Please confirm your acceptance of this agreement by signing below and returning a copy of this letter by [Return Deadline].

Signature

[Presenter's Name]

Date: _____

Thank you for your participation. We look forward to your presentation!

Best regards,

[Your Name]

[Your Title]

[Conference Organization/Company Name]

[Contact Information]