

Confirmation of Breakout Session Presentation

Date: [Insert Date]

Dear [Presenter's Name],

We are pleased to confirm your participation as a presenter for the upcoming breakout session titled "[Session Title]" at [Event Name] scheduled on [Event Date] at [Event Location].

Your session is scheduled for [Time] and will be [Duration] long. Please arrive at least 15 minutes early to set up and coordinate with our technical team.

If you have any specific requirements for your presentation (e.g., audio/visual equipment, handouts, etc.), please let us know by [Deadline for Requirements].

Thank you for your contribution to making [Event Name] a success. We look forward to your session!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]