

# Agreement to Join Conference Workshops

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming conference workshops scheduled for [Insert Date(s)], at [Insert Location]. By signing this letter, you agree to the terms outlined below:

## Workshop Details

- Workshop Title: [Insert Workshop Title]
- Duration: [Insert Duration]
- Facilitator(s): [Insert Facilitator(s) Names]

## Terms of Participation

1. Participants are expected to arrive on time and actively engage in all sessions.
2. Materials provided during the workshop are for personal use only and should not be shared without permission.
3. Fees, if applicable, must be paid by [Insert Deadline for Payment].

Please sign below to confirm your participation and acceptance of the above terms:

\_\_\_\_\_

[Recipient's Name]

Date: \_\_\_\_\_

We look forward to your valuable contributions during the workshops!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]