

# Event Participation Confirmation

Dear [Author's Name],

We are thrilled to confirm your participation as a guest author at our upcoming event, "[Event Title]," scheduled for [Event Date] at [Event Venue].

Your session on "[Session Title]" will take place at [Time] and we look forward to your insights and experiences shared with our audience.

Enclosed are some details regarding the logistics:

- **Date:** [Event Date]
- **Time:** [Time]
- **Location:** [Event Venue]
- **Contact Person:** [Contact Name] - [Contact Information]

If you have any questions or need further assistance, please do not hesitate to reach out. We are excited to host you!

Best Regards,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]