

Guest Author Event Scheduling Confirmation

Dear [Author's Name],

We are pleased to confirm your participation as a guest author for our upcoming event. Below are the details:

Date: [Event Date]

Time: [Event Time]

Location: [Event Location]

Duration: [Duration of the Event]

The agenda for the event is as follows:

- [Introductory Speech]
- [Author Presentation]
- [Q&A Session]

Please confirm your availability for this schedule. We look forward to your insightful contribution and a successful event.

Thank you!

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]