

# Guest Speaker Confirmation

Date: [Insert Date]

Dear [Guest Speaker's Name],

We are excited to confirm your participation as a guest speaker at the [Name of Convention], taking place on [Event Date] at [Event Venue]. Your insights on [Topic of Discussion] will greatly enrich our convention and engage our audience.

Please find the details of your session below:

- **Session Title:** [Session Title]
- **Date and Time:** [Session Date and Time]
- **Duration:** [Duration]
- **Audience Size:** [Expected Audience Size]

We will provide [specific requirements or arrangements, such as honorarium, travel accommodations, etc.]. Please let us know if you have any special requests or needs for your presentation.

Thank you for accepting our invitation. We look forward to welcoming you to [Name of Convention] and hearing your insights!

Best regards,

[Your Name]  
[Your Position]  
[Name of Convention]  
[Contact Information]