

# Virtual Summit Participation Details for Exhibitors

Dear [Exhibitor's Name],

We are excited to confirm your participation in the upcoming Virtual Summit scheduled for [Date]. Below are the important details you need to know:

## Event Details:

- **Event Title:** [Event Name]
- **Date:** [Date]
- **Time:** [Start Time] to [End Time] (your local time)
- **Platform:** [Platform Name]

## Exhibitor Information:

Your booth details are as follows:

- **Booth Name:** [Booth Name]
- **Booth Link:** [Link to Booth]
- **Contact Person:** [Contact Name]
- **Email:** [Contact Email]

## Setup Instructions:

1. Log in to the platform using the credentials provided in a separate email.
2. Enter your booth link and set up your virtual space.
3. Upload any promotional materials or videos.
4. Test your audio and video settings before the event.

If you have any questions or need assistance, please feel free to reach out to us at [Support Email].

We look forward to your participation!

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