

Public Speaking Engagement Details

Dear [Influencer's Name],

We are excited to confirm your participation in the upcoming event, [Event Name], scheduled for [Date]. Below are the details you need to prepare:

Event Details

- **Event Location:** [Venue Name, Address]
- **Time:** [Start Time] to [End Time]
- **Audience Size:** Approximately [Number of Attendees]

Speaking Agenda

- **Welcome Speech:** [Time] - [Duration]
- **Your Session:** [Time] - [Duration]
- **Q&A Session:** [Time] - [Duration]

Logistics

- **Travel Arrangements:** [Details]
- **Accommodation:** [Hotel Details]

Please let us know if you have any questions or require additional information. We look forward to your inspiring talk!

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