

Reminder: Upcoming Breakout Session at the Conference

Dear [Participant's Name],

We hope this message finds you well. This is a friendly reminder about your upcoming breakout session titled "[Session Title]" scheduled for [Date] at [Time].

Location: [Venue or Room Name]

Duration: [Duration of the Session]

Please arrive at least 15 minutes early to allow time for setup and registration. Don't forget to bring any materials you may need for your presentation.

We look forward to an engaging session and appreciate your contribution to the conference.

Best regards,

[Your Name]

[Your Job Title]

[Organization Name]

[Contact Information]