

Conference Presentation Slot Notification

Dear [Recipient's Name],

We are pleased to inform you that your submission titled "[**Title of the Presentation**]" has been accepted for presentation at the [Conference Name].

Your presentation is scheduled for [Date] at [Time]. It will take place in [Venue/Room]. Please find the details below:

- **Presentation Title:** [Title of the Presentation]
- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Duration]
- **Room:** [Venue/Room]

We request you to arrive 15 minutes earlier to set up your materials and ensure a smooth start. Please let us know if you require any special equipment or support for your presentation.

Thank you for your contribution to [Conference Name]. We look forward to your presentation!

Best regards,

[Your Name]

[Your Position]

[Conference Organization]

[Contact Information]