Conference Presentation Submission Checklist

Dear [Presenter's Name],

Thank you for your interest in presenting at our upcoming conference. To ensure a smooth submission process, please complete the following checklist:

- [ ] Verify conference theme alignment
- [ ] Prepare an abstract (max 250 words)
- [ ] Save the abstract as a PDF or Word file
- [ ] Complete the presenter information form
- [ ] Include a brief bio (max 100 words)
- [ ] Check for any required permissions (e.g., co-authors)
- [ ] Review submission deadlines
- [ ] Submit all materials via the conference submission portal
- [ ] Confirm receipt of your submission

If you have any questions, please do not hesitate to contact us at [contact email]. We look forward to your participation!

Sincerely,

[Your Name]
[Your Position]
[Conference Name]