Conference Presentation Requirements

Dear [Speaker's Name],

We are excited to have you as a speaker at the [Conference Name] taking place on [Date] at [Location]. To ensure a smooth presentation, please find below the requirements and guidelines we ask you to adhere to:

Presentation Guidelines

- Duration: Your presentation should be [X] minutes long, followed by a [Y] minute Q&A session.
- Format: Please prepare your presentation in [PowerPoint/PDF] format.
- Submission: Submit your presentation file to us by [Submission Deadline].
- Equipment: We will provide a projector and a computer. If you require any additional equipment, please let us know in advance.

Registration and Arrival

- Please register at the conference desk upon arrival.
- Plan to arrive at least [X] minutes before the session starts to set up your presentation.

Contact Information

If you have any questions or require further information, please feel free to contact us at [Email Address] or [Phone Number].

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

Best Regards,

[Your Name]
[Your Position]
[Organization Name]