

# Letter Template for Conference Presentation Specifications

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to have you present at the [Name of Conference] scheduled for [Date of Conference]. Below are the format specifications you are required to follow for your presentation:

## 1. Presentation Duration

Your presentation should last no longer than [Insert Duration] minutes, followed by a [Insert Duration] minute Q&A session.

## 2. Presentation Format

Please prepare your presentation in [Insert Format, e.g., PowerPoint, PDF]. Ensure that your slides are clear and concise, not exceeding [Insert Number] slides in total.

## 3. Font and Size

All text should be in [Insert Font Type] with a font size of no less than [Insert Size] for body text and [Insert Size] for headings.

## 4. Visual Aids

Visual aids such as charts, graphs, and images are encouraged. Ensure that they are high quality and contribute effectively to your presentation's message.

## 5. Submission Deadline

Please submit your presentation slides by [Insert Submission Deadline] to ensure a smooth conference experience.

Thank you for your participation. We look forward to your insightful presentation!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]