

Instructions for Conference Presentation Preparation

Dear [Presenter's Name],

We are excited to have you present at the upcoming [Conference Name] on [Date]. To ensure a smooth and successful presentation, please follow the guidelines outlined below:

1. Presentation Length

Your presentation should be approximately [X] minutes long, followed by a [Y] minute Q&A session.

2. Presentation Format

Slides should be in [PowerPoint/PDF/Keynote] format. Please limit the number of slides to [X].

3. Submission Deadline

All presentation materials must be submitted by [Submission Deadline Date]. Please email your files to [Email Address].

4. Technical Requirements

Please ensure you test your equipment prior to your presentation. If you require any special equipment, notify us by [Request Deadline Date].

5. Presentation Day

Arrive at least [X] minutes before your scheduled time to set up and address any technical issues.

6. Dress Code

Professional attire is encouraged to maintain the standard of the conference.

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

Sincerely,

[Your Name]

[Your Position]

[Conference Name Committee]