

Conference Presentation Length Policy

Date: [Insert Date]

Dear [Presenter's Name],

We are pleased to confirm your participation in the upcoming [Conference Name] scheduled for [Conference Date]. As part of our efforts to ensure a smooth and engaging experience for all attendees, we would like to outline our policies regarding presentation length.

Presentation Duration:

- Each presentation should be a maximum of [insert duration, e.g., 20 minutes].
- Time for questions and answers will be allocated after each presentation, totaling [insert duration, e.g., 10 minutes].

Important Considerations:

- Please ensure your presentation fits within the allotted time to allow for a smooth transition between speakers.
- We encourage presenters to practice their talks to adhere closely to the time limit.
- Technical support will be available to assist with any equipment needs.

If you have any questions or require further clarification regarding this policy, please do not hesitate to contact us at [Contact Information].

We look forward to your presentation and to an exciting conference!

Sincerely,

[Your Name]

[Your Position]

[Conference Organization]

[Contact Information]