Protocols for Presenting at Academic Conferences

Dear [Recipient's Name],

As you prepare for your presentation at the upcoming [Conference Name] held on [Dates], we would like to outline some important protocols to ensure a smooth and successful experience:

1. Presentation Format

- Time limit: Each presentation should not exceed [X minutes].
- Slides: Ensure your presentation includes [X number] of slides. Use clear and legible fonts.

2. Technical Requirements

- Submit your presentation materials by [Submission Deadline].
- Test your equipment prior to your session (computer, projector, etc.).

3. Conduct During the Session

- Arrive at the session room at least [X minutes] early.
- Engage with the audience during Q&A and encourage questions.

4. Code of Conduct

- Maintain professionalism and respect towards all participants.
- Adhere to the policies regarding harassment and diversity.

We appreciate your adherence to these protocols and look forward to your insightful presentation.

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]