

Dear Conference Attendees,

We are excited to welcome you to the upcoming **2023 Annual Conference on Innovation**, taking place on **October 15-17, 2023**, at the **Grand Convention Center**.

Important Preparations:

- **Registration:** Please ensure you have completed your registration by **October 5, 2023**. Check your email for confirmation.
- **Travel Accommodations:** Make your travel arrangements as soon as possible. Suggested hotels include *Hotel A* and *Hotel B*.
- **Agenda:** Download the conference agenda from our website and plan which sessions you'd like to attend.
- **Networking:** Bring plenty of business cards to exchange with fellow attendees and speakers.
- **Dress Code:** Business casual is recommended for the duration of the conference.

Please feel free to reach out if you have any questions or need further assistance. We look forward to an inspiring and productive conference!

Best Regards,

The Conference Organizing Team