

Conference Registration Adjustment Instructions

Dear [Participant's Name],

Thank you for your registration for the [Conference Name] taking place on [Conference Dates] in [Location]. We understand that adjustments may be necessary, and we are here to assist you.

Instructions for Adjusting Your Registration

1. Visit our registration portal at [Registration Portal Link].
2. Log in using your registration email and password.
3. Navigate to the "My Registrations" section.
4. Select the appropriate registration you wish to adjust.
5. Follow the prompts to modify your registration details, including the following options:
 - Change of attendee information
 - Session selections
 - Accommodation preferences
6. Review the changes and confirm your updates.

If you encounter any issues, please do not hesitate to contact our support team at [Support Email Address] or call [Support Phone Number].

We look forward to seeing you at the conference!

Sincerely,

[Your Name]

[Your Position]

[Conference Organizer Name]

[Contact Information]