

# Conference Poster Display Arrangement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Arrangements for Conference Poster Display

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the arrangements for my poster display at the upcoming [Conference Name] scheduled for [Dates of Conference]. Below are the details related to the poster display:

## **Poster Title:**

[Insert Poster Title]

## **Poster Size:**

[Insert Dimensions - e.g., A0, 36x48 inches]

## **Display Area:**

[Insert Location of Display]

## **Time for Setup:**

[Insert Date and Time for Setup]

## **Contact Information:**

[Your Email Address]

[Your Phone Number]

Please let me know if there are any additional requirements or adjustments needed for my poster display. I look forward to contributing to the success of this conference.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Affiliation]