

Conference Poster Setup and Teardown Schedule

Date: [Insert Date]

Location: [Insert Location]

Dear [Participant's Name],

We are pleased to provide you with the schedule for the setup and teardown of your conference posters.

Setup Schedule:

- **Date:** [Insert Setup Date]
- **Time:** [Insert Setup Time]
- **Location:** [Insert Setup Location]

Teardown Schedule:

- **Date:** [Insert Teardown Date]
- **Time:** [Insert Teardown Time]
- **Location:** [Insert Teardown Location]

Please ensure that you arrive on time for both setup and teardown to keep the event running smoothly.

Thank you for your participation!

Best Regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]