

# Conference Guidelines Adherence Notice

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Dear [Recipient's Name],

We are looking forward to your participation in the upcoming [Conference Name] scheduled for [Date of Conference]. It is our aim to create a productive and enjoyable environment for all attendees. To achieve this, we kindly ask for your cooperation in adhering to the following guidelines:

1. Respect the conference schedule and be on time for all sessions.
2. Engage respectfully with speakers and fellow participants.
3. Refrain from using electronic devices unless specified during sessions.
4. Follow any health and safety protocols as outlined by the conference organizers.
5. Provide feedback through the designated channels post-conference.

Your adherence to these guidelines is crucial for the success of the event. Thank you for your understanding and cooperation.

If you have any questions, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]