

Conference Policy Compliance Checklist

Date: _____

To: _____

From: _____

Dear [Recipient's Name],

As we prepare for the upcoming conference, please review the following compliance checklist to ensure that all policies are adhered to:

- Comprehensive understanding of the conference code of conduct.
- Completion of necessary registration forms.
- Adherence to health and safety regulations.
- Confirmation of speaker and session materials being in line with conference themes.
- Exhibition guidelines are being followed (if applicable).
- Compliance with intellectual property rights regarding presented materials.
- Agreement to photograph and video recording policies.
- Review of travel and accommodation arrangements for compliance.

We appreciate your attention to these policies and your commitment to making this conference a success.

Please sign below to confirm your understanding and compliance:

Signature: _____

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]