

Conference Rules and Regulations Reminder

Dear Participants,

We are looking forward to welcoming you to the upcoming conference on [Conference Date]. To ensure a productive and enjoyable experience for everyone, please take note of the following rules and regulations:

Conference Conduct

- Maintain professionalism and respect towards all attendees and speakers.
- Keep disruptions to a minimum during sessions and presentations.
- Turn off or silence mobile devices during sessions.

Registration and Attendance

- All participants must register in advance and wear their name badges at all times.
- Be punctual for all sessions and workshops.

Health and Safety

- Follow all venue health and safety protocols.
- If feeling unwell, please refrain from attending sessions.

We appreciate your cooperation and look forward to a successful event!

Sincerely,

[Your Name]

[Your Position]

[Conference Organization]