

Audio-Visual Requirements for Seminar Participation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Audio-Visual Requirements for [Seminar Title]

Dear [Recipient's Name],

I hope this message finds you well. In preparation for the upcoming seminar titled [**Seminar Title**] scheduled on [**Date**], I would like to outline the audio-visual requirements to ensure a smooth presentation.

Audio-Visual Requirements:

- Projector and screen for presentations
- Microphone (wired/wireless) for speaker
- Stereo speakers for audio playback
- Laptop with presentation software (PowerPoint/Keynote)
- Video conferencing setup (if applicable)

Please confirm if these items will be available or if any arrangements need to be made.

Thank you for your attention to these details. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]