

# Breakout Room Allocation Notification

Dear [Participant's Name],

We are pleased to inform you about your breakout room allocation for the upcoming conference.

## Breakout Room Details

- **Room Name:** [Room Name]
- **Date:** [Date]
- **Time:** [Time]
- **Session Topic:** [Session Topic]
- **Facilitator:** [Facilitator's Name]

Please ensure to arrive at the breakout room at least 10 minutes before the session starts.

If you have any questions, feel free to contact us at [Contact Information].

Looking forward to your participation!

Best Regards,  
[Your Organization Name]  
[Your Name]  
[Your Position]