

Room Assignment Notification

Dear [Speaker's Name],

We are pleased to inform you that your room assignment for the upcoming [Conference Name] has been finalized. Below are the details for your session:

Session Title: [Session Title]

Date: [Date]

Time: [Start Time] - [End Time]

Room: [Assigned Room Name/Number]

Please arrive at the room at least [X minutes] prior to the start time for setup and soundcheck. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your participation in [Conference Name]. We look forward to your presentation!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]