

# Dear Conference Participants,

We are excited to welcome you to the upcoming online conference. To ensure a smooth and engaging experience for everyone, please adhere to the following guidelines:

## 1. Technical Setup

- Ensure your computer or device is equipped with a stable internet connection.
- Test your microphone and webcam prior to the event.
- Familiarize yourself with the conference platform.

## 2. Participation Etiquette

- Join the sessions on time and stay for the duration.
- Mute your microphone when not speaking to minimize background noise.
- Please use appropriate language and maintain a respectful demeanor.

## 3. Engagement

- Participate in Q&A sessions and engage with speakers and fellow attendees.
- Utilize chat features to interact and network with others.

## 4. Feedback

- We value your input! Please fill out the feedback forms provided after each session.

Thank you for your cooperation. We look forward to an inspiring and productive conference!

Best Regards,  
The Conference Organizing Team