

Instructions for Organizing Conference Displays

Dear Team,

As we prepare for the upcoming conference, please follow the guidelines below to ensure our displays are set up effectively:

1. Display Materials

- Ensure all banners, brochures, and promotional materials are printed and available.
- Check that all electronic devices are fully charged and functioning.

2. Setup Schedule

All display setups should be completed by:

- Date: [Insert Date]
- Time: [Insert Time]

3. Location & Layout

The assigned location for our display is:

[Insert Location Details]

Please refer to the layout diagram attached to ensure proper arrangement.

4. Staffing Schedule

Volunteers are required to manage the display. Please sign up for your preferred slots by [Insert Deadline].

5. Follow-Up

After the conference, all materials should be packed and returned to the office by [Insert Date].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]