

# Operational Steps for Conference Demo Arrangements

Dear [Recipient's Name],

We are pleased to outline the operational steps for the upcoming conference demo scheduled for [Date]. Please find the key details and action items below:

## 1. Venue Confirmation

Ensure the venue is booked and confirm the layout by [Date]. Verify that all necessary equipment (projector, screen, etc.) is available.

## 2. Technology Setup

Arrange for tech support on-site to assist with setup and troubleshooting on [Date]. Test all equipment prior to the demo.

## 3. Demo Presentation Preparation

Finalize the demo presentation slides by [Date] and send them for review. Ensure all presenter materials are printed and ready.

## 4. Attendee Communication

Send out invitations and reminders to attendees by [Date]. Include an agenda and any necessary pre-conference materials.

## 5. Demo Rehearsal

Schedule a rehearsal for the demo on [Date]. Include all presenters to ensure smooth delivery during the actual event.

## 6. Follow-up Plan

Prepare a follow-up plan for the attendees post-conference, including sharing of demo recordings and feedback surveys.

Thank you for your attention to these arrangements. Please let me know if you have any questions or require further details.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]