

Conference Demo Setup Requirements

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Requirements for Conference Demo Setup

Dear [Recipient Name],

I hope this message finds you well. As we prepare for the upcoming conference, I would like to outline the requirements for our demo setup to ensure a smooth presentation.

Demo Setup Requirements:

- **Space:** A minimum area of [insert dimensions] for our booth.
- **Power Supply:** Access to [insert specifications] outlets.
- **Internet Connectivity:** Stable Wi-Fi access with minimum [insert speed] Mbps.
- **Equipment:** [List specific equipment needed, e.g. projector, screens, etc.].
- **Furniture:** [Specify any needed furniture items, e.g. tables, chairs, etc.].

Please confirm if these requirements can be accommodated, or if any adjustments need to be made. Your support is greatly appreciated.

Thank you very much for your attention to these details. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]