Conference Demonstration Setup Guidelines

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Dear [Recipient Name],

I hope this message finds you well. As we prepare for the upcoming conference, I would like to provide you with the setup guidelines for your demonstration. This will ensure a smooth and successful presentation.

Setup Guidelines

1. **Arrival Time:** Please arrive at least 1 hour before your scheduled demonstration time to set up your equipment.
2. **Space Allocation:** Your demonstration will be held at Booth [Insert Booth Number]. Ensure that your materials fit within the allocated space.
3. **Equipment:** Bring all necessary equipment, including [list specific equipment like laptops, projectors, etc.]. Power outlets will be available.
4. **Technical Support:** Technical support will be available on-site. Please locate [Support Personnel Name] if you need assistance.
5. **Testing:** Ensure to test all your equipment before the demonstration begins. Allocate time for troubleshooting.
6. **Presentation Materials:** Please provide digital copies of your presentation materials to be shared with attendees after the conference.

If you have any questions or need further assistance, feel free to contact me at [Your Email] or [Your Phone Number].

Thank you for your cooperation. Looking forward to an engaging demonstration!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]