

Conference Team Seating Arrangement

Date: [Insert Date]

To: [Insert Team Name]

Dear Team,

We are excited to welcome you to the upcoming conference on [Insert Conference Dates]. Below are your seating arrangements:

Team Member	Seating Position
[Member Name 1]	Table 1, Seat 1
[Member Name 2]	Table 1, Seat 2
[Member Name 3]	Table 2, Seat 1
[Member Name 4]	Table 2, Seat 2

If you have any concerns or require further adjustments, please do not hesitate to reach out.

Looking forward to a productive conference!

Best regards,

[Your Name]

[Your Position]

[Your Organization]