

Seating Guidelines for Workshop Attendees

Dear Workshop Attendees,

We are excited to welcome you to our upcoming conference workshop. To ensure a pleasant and organized experience for everyone, please adhere to the following seating guidelines:

1. **Arrival:** Please arrive at least 15 minutes early to find your seat and settle in.
2. **Assigned Seats:** You will find an assigned seating chart at the entrance. Please locate your name and proceed to the designated seat.
3. **Social Distancing:** To adhere to health guidelines, please maintain adequate space between yourself and other attendees.
4. **Seating Preferences:** If you have any special seating requirements, please contact us in advance.
5. **During the Workshop:** Please remain in your assigned seat unless instructed otherwise by the workshop leader.

Thank you for your cooperation. We look forward to an engaging and productive workshop!

Best regards,

The Conference Organizing Team