

# Letter of Conference Live Audience Engagement Procedures

Dear [Participant's Name],

We are excited to welcome you to the [Conference Name] scheduled on [Date] at [Location]. To enhance your experience and ensure effective audience engagement during the conference, we have laid out the following procedures:

## 1. Registration and Check-In

Please arrive at least 30 minutes early to complete your registration and check-in process. Ensure you have your confirmation email handy.

## 2. Use of Technology

Participants are encouraged to use the conference app for live polls, questions, and feedback. Please download the app prior to the conference.

## 3. Interactive Sessions

We will have various interactive sessions where you can ask questions and share your insights. Please use the designated microphones for audience participation.

## 4. Social Media Engagement

Engage with us on social media using the hashtag #[ConferenceHashtag]. Share your thoughts, photos, and experiences with fellow participants.

## 5. Post-Conference Feedback

Your feedback is important to us! A link to the feedback form will be sent to you after the conference. We appreciate your input.

Thank you for being a part of [Conference Name]. We look forward to an engaging and insightful experience!

Best Regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]