

Technical Requirements for Digital Event Platform

Date: [Insert Date]

To: [Event Organizer's Name]

From: [Your Name]

Subject: Technical Requirements for [Event Name]

Dear [Event Organizer's Name],

We are looking forward to hosting [Event Name] on our digital event platform. To ensure a seamless experience for all participants, please find below the technical requirements.

1. System Requirements

- Operating System: Windows 10 or later, macOS Mojave or later
- Browser: Latest versions of Chrome, Firefox, Safari, or Edge
- Internet Speed: Minimum 5 Mbps download/upload

2. Audio/Video Requirements

- Webcam: HD camera recommended
- Microphone: USB microphone or headset for clear audio
- Speakers: External speakers or headphones recommended

3. Platform Access

All participants will need a unique access link to enter the event. Ensure that the attendees have the following:

- Email address to receive the access link
- Registration confirmation before the event

4. Support Contact

Please feel free to reach out to our technical support team at [Support Email] for any assistance needed during the event.

Thank you for choosing us for your event. We look forward to a successful experience!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]