

Speaking Engagement Arrangement

Date: [Insert Date]

To: [Speaker's Name]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the upcoming [Trade Show Name] taking place on [Event Date] at [Event Location]. Your expertise in [Topic] will greatly enhance the experience for our attendees.

Details of Speaking Engagement:

- **Session Title:** [Session Title]
- **Date and Time:** [Date and Time]
- **Duration:** [Duration]
- **Location:** [Venue/Room Name]
- **Audience Size:** [Estimated Audience Size]

Please let us know your requirements for AV equipment and any other special requests.

We look forward to your contribution and to making the event a success.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]