

Agreement to Present at Symposium

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your proposal titled "[Title of the Presentation]" has been accepted for presentation at the [Name of Symposium] scheduled to take place on [Date] at [Location].

This letter serves as an official agreement for you to present at the symposium. Please confirm your acceptance of this agreement by signing below and returning a copy to us by [Return Deadline].

In addition to your presentation, please be aware of the following:

- Presentation Duration: [Specify Duration]
- Technical Arrangements: [Details on equipment or requirements]
- Registration: [Information on registration if applicable]

We look forward to your participation and are excited about the valuable insights you will bring to our attendees.

Sincerely,

[Your Name]
[Your Title]
[Your Institution/Organization]

Signature of Presenter

Date: _____