

Supplier Virtual Conference Speaker Schedule

Dear [Speaker's Name],

We are excited to have you as a speaker at our upcoming Supplier Virtual Conference on [Date]. Below is your scheduled time for presentation:

Speaker Schedule

- **Session Title:** [Title of the Session]
- **Date:** [Date]
- **Time:** [Start Time] - [End Time] ([Time Zone])
- **Platform:** [Virtual Platform Name]
- **Session Link:** [Link to Access the Session]

Please ensure you log in at least 15 minutes before your scheduled time. If you have any questions or require assistance, feel free to reach out to us at [Contact Information].

Thank you for being part of our conference!

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]