

University Academic Conference - Program Schedule

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the upcoming University Academic Conference scheduled for [Date] at [Location]. Below is the program schedule for the event:

Conference Program Schedule

Time	Session Title	Speaker
9:00 AM - 10:00 AM	Keynote Address: [Keynote Title]	[Keynote Speaker's Name]
10:15 AM - 11:00 AM	Your Presentation Title	[Your Name]
11:15 AM - 12:00 PM	Panel Discussion: [Panel Title]	[Panelists' Names]
12:00 PM - 1:00 PM	Lunch Break	N/A
1:00 PM - 2:00 PM	Workshops	[Workshop Leaders' Names]
2:15 PM - 3:00 PM	Closing Remarks	[Closing Speaker's Name]

Please confirm your availability for the above schedule. Should you have any questions or need further assistance, feel free to reach out.

Thank you for your valuable contribution to our conference. We look forward to your presentation.

Best regards,

[Your Name]
[Your Title]
[University Name]
[Contact Information]