**Subject:**

Individual Name: Speaking Confirmation at the Meeting Name!

**Body Text:**

Dear Individual Name,

We are excited to have you speak on topic on date from time-time at the Location during the Meeting Name. As a reminder, you will have number minutes to present. Presentations will be allowed, please bring your presentation as PPT and PDF format on a flashdrive.

Please complete and return the attached speaker form to email by **date**.

More information will be sent at a later date.

Thank you for taking part!

Signature

**Attachments:**

Speaker Form