

Reminder Email for Conference

Subject: Friendly Reminder: Upcoming Conference Participation Confirmation

Dear Jordan Smith,

I hope this message finds you well. I'm writing to gently remind you about the upcoming International Tech Innovators Conference, scheduled for April 15-17, 2023, at the Grand Conference Center, 123 Innovation Drive, Tech City, CA.

As we are finalizing the arrangements and ensuring a seamless experience for all our distinguished attendees, we kindly ask you to confirm your participation by March 20, 2023. This will help us in coordinating logistics and providing you with a personalized attendee package, designed to enhance your conference experience.

Conference Highlights Include:

Keynote speeches from leading figures in the tech industry

Interactive workshops on the latest technological advancements and trends

Networking sessions with professionals and innovators from around the globe

To confirm your attendance, please reply to this email or contact us at (123) 456-7890.

Should you require any assistance with your travel arrangements or have specific dietary preferences, feel free to let us know. We're here to ensure your experience is nothing short of exceptional.

We're eagerly looking forward to your participation and the unique perspective you bring to our community of tech enthusiasts. Together, we aim to foster innovation and collaboration that will shape the future of technology.

Warm regards,

Emily Johnson
Event Coordinator
International Tech Innovators Conference
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