



Your Headline Here

- Keep your introduction brief. Tell attendees who you are, what you're offering, and why they should keep reading.
- Lead with the attendee benefit.
- Be sure your message follows the conference guidelines for promoting your company, products, services, or events.
- *Exhibiting? Include your booth number and give attendees a reason to stop by.*

Every email should give attendees a clear next step. Invite them to RSVP, register, visit your booth, learn more, schedule a meeting, watch a demo, or visit your website. Then put the sample button underneath as:

Your Call to Action

Holding an event? Make the date, time, location, and event title easy to find. If you're promoting a product or service instead, highlight two or three key benefits.



yyyy/mm/dd



2:00 PM - 4:00 PM



Room 302

Your Call to Action

Use a clear action such as RSVP Now, Learn More, Visit Our Booth, Register Now, or Schedule a Meeting.

Featuring speakers? Include a photo, name, title, and organization for each speaker. Keep this section easy to scan



Speaker1



Speaker2



Speaker3

Reinforce Your Main Message

Remind attendees why they should take action and repeat your primary call to action.

Your Call to Action

Give attendees an easy way to contact you with questions. Include relevant social media links if you want attendees to connect with your company.

Your Company Name or logo here

Add address (optional)
Add address (optional)
Add address (optional)



E emailaddresshere
P +000 000 0000
W yoursite.com