

LOGO GOES HERE

Hello [Name],

We are just a couple weeks away from the YOUR EVENT. It's all happening TIME AND PLACE. We're finalizing our program schedule for the afternoon and we've assigned you the following talk time [insert timeslot here]. If you have a conflict with this time, please let us know as soon as possible.

Here's what you can expect the day of:

When should I show up? Please arrive at least 15 minutes before your talk time – though we definitely welcome you to come earlier and explore the event on your own! NAME will be ready to greet you LOCATION.

What do I need to prepare/bring/wear? These talks are informal and should focus on your experience using archives as it relates to your work. You'll have a total of 15 minutes (10 minute talk, 5 min audience Q&A). There is no way to show presentations, but you will have a microphone.

What happens after? We'll have a Speakers' Space set up inside LOCATION for speakers to hang out after their talk and converse with the crowd. You aren't required to stick around, but we do encourage you to if you're able! This would also be a good opportunity to bring examples of your work, etc. to share and/or sell. There will be a power cord & wifi in the Speakers' Space, so you're welcome to bring a laptop or tablet. Please let us know if you plan on taking advantage of this extra time and/or are bringing items to sell, so we can print up a schedule for the Speakers' Space. Thanks!

If you haven't already, do start following us on [Twitter](#) and [Instagram](#), and join the [Facebook event](#) – feel free to retweet & share! Also, check out [the website](#) to see your bio and those of your fellow speakers, as well as a full program schedule.

Thanks again for volunteering for this event, we're really looking forward to meeting you soon. If you have any questions about the above, or if I've left something out, let me know. We've included our phone numbers below, so if you have any last minute day-of questions feel free to contact us that way. We'll send out one last reminder a week before the Bazaar.

Best,