

Abstract Acceptance Letter for Conference or Event

Dear [Recipient Name],

This with regards to the abstract titled [Abstract Name] that you submitted on [Insert Date] for the opportunity to be a guest speaker at [Conference or event name].

Upon reviewing your abstract, we are glad to inform you that it has been accepted and it is now listed among other candidate submissions.

We can't confirm a speaker spot at this time. To do that, we have to setup a 15 minutes video call to further discuss your abstract and the corresponding presentation. A member of your team will in contact with you to set up a mutually convenient date and time.

Please be informed that the time allocated for each guest speaker is 15 minutes. Your presentation must adhere to this time limit. For the full list of requirements and regulations, please visit the rules page on [Link or URL].

For now I can only say congratulation and best of luck.

Hope to see you on our panel very soon.

Best Regards