Dear\_\_\_,

Thank you for accepting our invitation to speak at COSCUP \_\_(fill in the year )\_\_\_, we’re exciting to have you at our conference!!

Below are the guidelines for the upcoming remote talk and the tech rehearsal.

1. There is going to be a Q&A section after your talk
2. Please note your talk is going to be recorded!
3. We will go through the following(**please make sure this is the same place you’re going to do your official talk**):  
   +The environment  
   +The audio equipment  
   +The screen resolution of your device  
   +The slide, demo or video can switch and go through smoothly
4. **There will be another official link to be sent to your Google Calendar on the actual day of your talk!!**
5. **Speaker’s remote Rehearsal link URL**: **[insert the link here please]**

<For more info about remote speaker tech rehearsal, please check here：<https://hackmd.io/t36OivPUSXK10pvdpNT8xg?view#COSCUP-Remote-Speakers-Guide>>

Thanks again for joining us, looking forward to your reply !

Best,