

Attendee Email Template

Meeting Planners:

The message below is provided to help you communicate about the Dedicated Event Wireless Connections available to them during your event.

Subject: Wi-Fi connections at *EVENT*

Dear *ATTENDEE*,

Thank you again for joining us at the upcoming *EVENT*. We look forward to seeing you in a couple days. As a reminder, we will have wireless internet available to everyone throughout the conference at Meydenbauer Center. To get connected, you will need the following network name and password:

Network Name:

Password:

Once you've connected to the network from the list of available wireless networks, you will need to open your web browser. You will be redirected to a splash page where you will enter the password provided above. At that point, you should be connected for the duration of the event.

Please keep your password on hand in case you get disconnected at any point. If you have problems getting connected, please see the attachment with our recommendations for troubleshooting.

Also, please note that personal wireless hotspot devices are discouraged within Meydenbauer Center to ensure a strong internet connection for all guests. Individual "hotspots" delivered through cellular providers are one of the leading sources of interference that can impact the quality of the service for other guests.

Sincerely,

EMAIL SIGNATURE