**WEBINAR, EVENT REMINDER EMAIL**

Subject Line: **Reminder: International Confex 20XX**

Thank you for registering for International Confex 20XX!  
  
*As a reminder, the event details are as follows:*  
  
 EVENT NAME  
 EVENT DATE  
 EVENT TIME  
 LOCATION  
 ADDITIONAL RELEVANT DETAILS  
Press here for directions and parking information.  
  
Please visit the event website for more details about the event.  
  
Thank you again. We look forward to seeing you soon!  
  
International Confex Team