I am sure you are aware of the conference the company is going to host next Thursday. [Name] is hosting a delegation from the most distinctive and significant company [name of the company]. They have a big name in the business world. So, we want to keep everything in the best possible condition, and for that purpose, you are being assigned some tasks to be performed on time.

1. Make all the potential customers prepare the best speeches to deliver at the conference.
2. Be prepared to see a spike in profile views after the conference. Make sure that the company’s LinkedIn, Twitter, or other social media profiles are up-to-date with the sort of information that will link them with the fundamental influencers.
3. Order new business cards as soon as possible to have them in abundance on the day of the conference.
4. Prepare your tech and make sure you come equipped with chargers and the entire device accouterments we may need at the conference to plug in and stay tied up on social media.

If you have any queries regarding these tasks assigned, do not hesitate to ask. Do provide me with a progress report on Tuesday until 4:00 p.m. This project should be your priority until you have made all the provisions. I am sure that you won’t let me down in this concern.

Thank you!