Acceptance with specific conditions or requirements

Subject: Acceptance of Speaking Invitation - Pending Final Details

Dear [Conference Committee],

Thank you for inviting me to speak at [Conference Name]. I am pleased to accept your invitation, subject to finalizing a few important details that will ensure my participation meets both our expectations.

I can confirm my availability for [proposed date/time], and I'm excited about the opportunity to present on [topic]. However, I need to clarify several points before we can consider this arrangement final:

1. Speaker compensation: As discussed, my standard speaking fee is [amount], plus travel expenses

2. Technical requirements: I'll need [specific A/V equipment] and rehearsal time before my session

3. Travel arrangements: Please confirm flight booking and hotel accommodation details

4. Session format: I'd like to confirm whether this includes Q&A time and audience size expectations

Once we align on these details, I'll provide my biography, headshot, and detailed session outline for your promotional materials. I'm committed to delivering exceptional value and look forward to contributing to your event's success.

Please let me know your thoughts on these points by [specific date] so we can proceed with confidence.

Best regards,

[Your Name]

[Credentials/Title]

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