

Settlement Conference Participant Roles

Date: [Insert Date]

To: [Participant Name]

From: [Your Name/Organization]

Subject: Roles in Upcoming Settlement Conference

Dear [Participant Name],

As we prepare for the upcoming settlement conference scheduled for [Insert Date], I would like to outline the roles and responsibilities of each participant to ensure a productive session.

Roles

- **Facilitator:** [Facilitator Name] - Responsible for guiding the discussion and ensuring all voices are heard.
- **Participants:**
 - [Participant Name 1] - [Role/Position]
 - [Participant Name 2] - [Role/Position]
 - [Participant Name 3] - [Role/Position]
- **Legal Representatives:**
 - [Lawyer Name 1] - Representing [Client Name]
 - [Lawyer Name 2] - Representing [Client Name]
- **Observer:** [Observer Name] - Will take notes and provide feedback post-conference.

Please ensure that you arrive prepared to discuss the issues at hand and be open to negotiation. Your active participation is vital to the success of the conference.

Thank you, and I look forward to seeing you all.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]