

Participant Confirmation

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming virtual roundtable titled "[**Roundtable Topic**]", scheduled for [Date] at [Time] ([Time Zone]).

Details of the event are as follows:

- **Date:** [Date]
- **Time:** [Time] ([Time Zone])
- **Duration:** [Duration]
- **Platform:** [Platform e.g., Zoom, Microsoft Teams]
- **Access Link:** [Link]

Please ensure that you have a stable internet connection and the necessary software installed prior to the meeting.

We look forward to your valuable contributions during the discussion.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]