

Event Moderator Guidelines

Date: [Insert Date]

To: [Insert Moderator's Name]

Subject: Guidelines for Moderating the Upcoming Open Forum Discussion

Dear [Moderator's Name],

As the moderator for the upcoming open forum discussion, we would like to provide you with some guidelines to ensure a successful event.

Preparation

- Familiarize yourself with the discussion topics.
- Review participant bios and prepare introductory remarks.
- Coordinate with speakers to understand their perspectives.

During the Discussion

- Welcome participants and outline the format of the discussion.
- Encourage respectful and constructive dialogue.
- Keep track of time and ensure all topics are covered.
- Redirect off-topic discussions back to the main themes.

Engagement

- Encourage questions from the audience and facilitate a balanced dialogue.
- Address any disruptive behavior promptly and diplomatically.

Closing

- Summarize key points discussed.
- Thank participants and speakers for their contributions.
- Provide information on follow-up actions or future events.

Thank you for your cooperation. We look forward to a lively and engaging discussion!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]