

# Coordination Details for Press Gathering

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue Name and Address]

## Agenda:

- Welcome Address
- Keynote Speech by [Speaker Name]
- Q&A Session
- Networking Opportunity

## Press Participation:

Name of Media Outlet: [Insert Name]

Representative: [Insert Representative Name]

Contact Information: [Insert Contact Details]

## Logistical Details:

Please arrive at least 15 minutes before the event for registration.

A press kit will be provided on arrival.

## Contact for Further Information:

Name: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Thank you, and we look forward to your participation.

Best Regards,  
[Your Name]  
[Your Position]  
[Your Organization]