

Confirmation of Participation

Dear [Participant's Name],

We are pleased to confirm your participation in the Q&A session of our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. Your insights and expertise will be invaluable to our audience.

Event Details:

- **Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Event Location]
- **Duration of Q&A:** [Duration]

Please let us know if you have any specific topics you would like to address or if you require any special arrangements.

We look forward to your valuable contribution!

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]