

# Criteria for Selecting Panel Discussion Topics

Dear [Recipient's Name],

We are excited to announce our upcoming panel discussion, and we invite your input in selecting relevant and engaging topics. Below are the criteria we will consider when selecting topics:

- **Relevance:** Topics should align with current trends and issues in [specific field or industry].
- **Audience Interest:** The topic must resonate with our audience and generate interest.
- **Expertise Availability:** Ensure that there are suitable panelists with the relevant expertise to discuss the topic thoroughly.
- **Diversity of Perspectives:** We aim to provide a balanced discussion by including various viewpoints.
- **Timeliness:** The topic should address contemporary issues or advancements that are pertinent at the time of the event.

We appreciate your suggestions and look forward to your input.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]