

# Panel Discussion Speaker Expectations

Date: [Insert Date]

To: [Speaker's Name]

From: [Organizer's Name]

Subject: Expectations for Your Participation in the Panel Discussion

Dear [Speaker's Name],

Thank you for agreeing to be a speaker at our upcoming panel discussion titled "[Panel Title]" on [Date]. We are excited to have you join us and appreciate your contribution to this important conversation.

## Panel Discussion Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Online Platform]
- **Duration:** [Insert Duration]

## Speaker Expectations:

1. Arrive at least 15 minutes prior to the start time for setup and introductions.
2. Prepare a brief opening statement (3-5 minutes) to introduce your perspective on the topic.
3. Engage with the audience during the Q&A segment.
4. Be respectful of fellow panelists and adhere to the time limits provided.
5. Share any relevant materials or resources that may benefit audience members.

If you have any questions or require further information, please do not hesitate to reach out. We look forward to your participation and the insights you will bring to our discussion.

Best regards,

[Organizer's Name]

[Organizer's Title]

[Organization Name]

[Contact Information]