

Conference Panel Session Details

Dear [Recipient's Name],

We are pleased to provide you with the details for your upcoming panel session at the [Conference Name] scheduled for [Date]. Below are the relevant details:

Panel Session Title:

[Title of the Panel Session]

Date and Time:

[Date] at [Time]

Location:

[Venue Name], [Room Number]

Panelists:

- [Panelist Name 1] - [Affiliation]
- [Panelist Name 2] - [Affiliation]
- [Panelist Name 3] - [Affiliation]

Moderator:

[Moderator's Name] - [Affiliation]

Technical Requirements:

[List any required audio/visual equipment, projection needs, etc.]

Please ensure that you arrive at least 30 minutes before the session starts for setup and coordination. If you have any questions or need further assistance, feel free to reach out.

Thank you for your participation!

Best regards,
[Your Name]
[Your Title]

[Conference Name] Organizing Committee
[Contact Information]