

Instructions for Panelists

Dear Panelists,

We are excited to have you as part of our upcoming conference, and appreciate your valuable contribution. Below are the instructions to facilitate a smooth experience:

Panel Details

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Session Title:** [Insert Title]

Preparation

Please review the following before the conference:

- Familiarize yourself with the session agenda and your fellow panelists.
- Prepare your presentation material (if applicable) and ensure it is concise and relevant.
- Consider potential questions from the audience and prepare responses.

On the Day of the Conference

- Arrive at least 30 minutes early to set up and test any equipment.
- Check in at the registration desk upon arrival.
- Be respectful of time limits for speaking.
- Engage with the audience during the Q&A session.

Contact Information

If you have any questions or need assistance, please contact:

[Coordinator Name] - [Coordinator Email] - [Coordinator Phone]

Thank you for your participation! We look forward to an enriching session together.

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