

Policies for Audience Interaction during Panels

Dear Panel Attendees,

We are excited to welcome you to our upcoming panel discussion. To ensure a positive and respectful environment for everyone, we kindly ask that you adhere to the following policies during audience interactions:

1. **Respectful Behavior:** Please be kind and respectful to all panelists and fellow attendees. Disruptive behavior will not be tolerated.
2. **Question Protocol:** We encourage questions, but please raise your hand and wait for a microphone to be provided before speaking.
3. **Time Limit:** Keep your questions brief to allow time for as many questions as possible.
4. **Relevance to Topic:** Please ensure that your questions are relevant to the panel discussion.
5. **No Personal Attacks:** Criticism should be constructive; personal attacks on panelists or participants are inappropriate.

Thank you for your cooperation. We look forward to an engaging and informative discussion!

Sincerely,
[Your Organization Name]