

# Letter of Responsibilities for Moderators

Date: [Insert Date]

To: [Moderator's Name]

Subject: Responsibilities for Upcoming Panel Discussion

Dear [Moderator's Name],

Thank you for agreeing to be the moderator for our upcoming panel discussion titled "[Title of Discussion]" scheduled for [Date] at [Location]. Your role as a moderator is crucial to the success of this event, and we appreciate your commitment.

## Responsibilities

1. Prepare and familiarize yourself with the topic and the panelists.
2. Develop a list of questions to guide the discussion.
3. Ensure that the discussion stays on track and within the allotted time.
4. Facilitate introductions for the panelists and the audience.
5. Encourage audience interaction through Q&A sessions.
6. Maintain a respectful and inclusive environment during the discussion.
7. Summarize key points at the end of the discussion.
8. Handle any unexpected situations or disruptions professionally.

Please feel free to reach out if you have any questions or need additional information. We look forward to a successful discussion with your guidance.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]