

Moderator Agreement for Event Panel Discussion

Date: [Insert Date]

Dear [Moderator's Name],

We are pleased to confirm your participation as a moderator for the upcoming panel discussion titled "[Event Title]" scheduled for [Event Date] at [Event Location]. We are excited to have your expertise and insights guide our discussions.

Details of the Engagement:

- **Event Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Event Location]
- **Panelists:** [List of Panelists]
- **Compensation:** [Details of Compensation]

Responsibilities:

As the moderator, you will be responsible for:

- Preparing questions and facilitating the discussion among panelists.
- Engaging with the audience during the Q&A session.
- Ensuring the panel discussion stays on schedule.

Agreement:

Please confirm your participation by signing below and returning this letter to us by [Response Deadline].

Thank you for your willingness to contribute to this event. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

Moderator's Signature

Date: _____