

Briefing Notes for Event Moderators

Date: **[Insert Date]**

Event Title: **[Insert Event Title]**

Location: **[Insert Location]**

Time: **[Insert Time]**

Agenda

- **Opening Remarks:** [Time] - [Speaker Name]
- **Panel Discussion:** [Time] - [Panelist Names]
- **Q&A Session:** [Time] - [Moderator Name]
- **Closing Remarks:** [Time] - [Speaker Name]

Key Messages

[Insert key messages that should be communicated during the event.]

Moderator Guidelines

1. Welcome attendees and introduce the event.
2. Guide the discussion by asking thought-provoking questions.
3. Manage timing to ensure all segments of the event are covered.
4. Encourage audience participation during the Q&A.
5. Provide closing remarks and thank all participants.

Contact Information

If you have any questions, please reach out to:

Name: [Insert Contact Name]

Email: [Insert Contact Email]

Phone: [Insert Contact Phone]

Thank you for your participation and support!