

# Event Moderator Responsibilities Outline

Dear [Moderator's Name],

We are pleased to have you as the moderator for our upcoming event, [Event Name], taking place on [Date] at [Location]. Below is an outline of your responsibilities:

## Before the Event

- Familiarize yourself with the event agenda and themes.
- Communicate with the speakers to understand their topics and key messages.
- Prepare introductory remarks for each speaker.
- Review and prepare questions for the panel discussion.

## During the Event

- Welcome attendees and introduce the event and its purpose.
- Moderate the presentations and ensure the schedule is followed.
- Facilitate the Q&A sessions, ensuring all voices are heard.
- Handle any technical issues promptly and efficiently.

## After the Event

- Gather feedback from attendees and speakers.
- Thank all participants via email and provide any follow-up information.
- Prepare a debriefing report summarizing the event outcomes.

Thank you for your commitment to making [Event Name] a success. Please feel free to reach out if you have any questions or need further information.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]