

# Instructions for Event Moderation

Dear [Moderator's Name],

Thank you for agreeing to moderate our upcoming event, [Event Name], on [Date]. Below are some instructions to help ensure a successful moderation:

## Preparation

- Familiarize yourself with the event agenda and speakers.
- Review the topics to be discussed.
- Prepare questions to engage speakers and audience.

## During the Event

- Start the event on time and introduce yourself.
- Briefly introduce the speakers and their topics.
- Keep the discussion on track and ensure all topics are covered.
- Encourage audience participation and manage Q&A sessions.

## Post-Event

- Thank the speakers and audience for their participation.
- Gather feedback for improvement on future events.

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Organization Name]