

Key Points for Upcoming Event Discussion

Dear [Moderator's Name],

Event Overview

- **Event Name:** [Event Name]
- **Date:** [Event Date]
- **Location:** [Event Location]

Discussion Topics

1. **Introduction of Panelists**
 - [Panelist 1 Name & Bio]
 - [Panelist 2 Name & Bio]
 - [Panelist 3 Name & Bio]
2. **Main Topic 1:** [Brief Description]
3. **Main Topic 2:** [Brief Description]
4. **Audience Q&A Session**

Logistics

- **Duration:** [Total Time]
- **Time for Each Topic:** [Duration per Topic]
- **Technical Requirements:** [Microphone, Projector, etc.]

Closing Remarks

Thank you for your assistance in leading this discussion.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]