# Speaker 1 - Questions

Hi [SPEAKER\_FIRST\_NAME],

I've drafted these sets of questions for you in preparation for the upcoming panel discussion, [PANEL\_TITLE]. If you'd like to adjust or suggest additional questions, please feel free to share your thoughts.

If the questions meet your approval, kindly reply to this email confirming the questions. If you'd like to make any changes or refinements, you're welcome to do so.

Looking forward to your feedback!

Please note: [QUESTION\_COUNT] questions will be directed to you during the panel. Each panelist will be assigned [QUESTION\_COUNT] questions equally, which will be asked during the discussion.

## Question Set

1. [QUESTION\_1\_1]

2. [QUESTION\_1\_2]

3. [QUESTION\_1\_3]

4. [QUESTION\_1\_4]

5. [QUESTION\_1\_5]

# Speaker 2 - Questions

Hi [SPEAKER\_FIRST\_NAME],

I've drafted these sets of questions for you in preparation for the upcoming panel discussion, [PANEL\_TITLE]. If you'd like to adjust or suggest additional questions, please feel free to share your thoughts.

If the questions meet your approval, kindly reply to this email confirming the questions. If you'd like to make any changes or refinements, you're welcome to do so.

Looking forward to your feedback!

Please note: [QUESTION\_COUNT] questions will be directed to you during the panel. Each panelist will be assigned [QUESTION\_COUNT] questions equally, which will be asked during the discussion.

## Question Set

1. [QUESTION\_2\_1]

2. [QUESTION\_2\_2]

3. [QUESTION\_2\_3]

4. [QUESTION\_2\_4]

5. [QUESTION\_2\_5]

# Panelist Cheat Sheet

Speaker 1: [S1\_FULL\_NAME]

[S1\_TITLE\_AND\_AFFILIATION]

[S1\_CONTACT\_INFO]

1. [S1\_DISCUSSION\_POINT\_1]

2. [S1\_DISCUSSION\_POINT\_2]

3. [S1\_DISCUSSION\_POINT\_3]

4. [S1\_DISCUSSION\_POINT\_4]

5. [S1\_DISCUSSION\_POINT\_5]

Speaker 2: [S2\_FULL\_NAME]

[S2\_TITLE\_AND\_AFFILIATION]

[S2\_CONTACT\_INFO]

1. [S2\_DISCUSSION\_POINT\_1]

2. [S2\_DISCUSSION\_POINT\_2]

3. [S2\_DISCUSSION\_POINT\_3]

4. [S2\_DISCUSSION\_POINT\_4]

5. [S2\_DISCUSSION\_POINT\_5]