1. Requested speaker (name, title/role):
2. Event details
* Session name:
* Date/time:
* Session format:
	+ Remote
	+ Face-to-face
	+ Hybrid
* Meeting link and password (for remote and hybrid sessions):
* Video recorded statement may be considered:
	+ Yes
	+ No
1. Time and duration of statement:
2. Other panellists or speakers (name, title/role, organization):
3. Session contact person:
4. Session choreography:
5. Session background information:
6. Remarks (if any):
7. Talking Points: