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: