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Description automatically generated

Participant Document

[Exercise Name]

**Prepared by**

**Sun Chaser Cyber**

Purpose and use: This document summarises the aim and objective of the exercise, as well as the key attendees. This document Is provided to the participants ahead of time and can be attached to the calendar invite, to provide them context for the upcoming tabletop.

# Exercise Aim and Objectives

## Aim

[Insert exercise aim]

## Objectives

[Insert exercise objectives]

# Exercise Details

## Attendees

|  |  |  |
| --- | --- | --- |
| Role | Name | Position |
| Facilitator |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Observer |  |  |
| Observer |  |  |

### Role definitions

**Facilitator**

* Oversees the tabletop exercise to ensure smooth operation and adherence to objectives.
* Guides participants through the scenario, injects, and discussions.
* Manages time allocation and ensures all agenda items are covered.

**Participant**

* Assumes their regular role roles and responsibilities, to actively engage in the exercise.
* Responds to scenario injects, make decisions, and implement actions as per a real-life situation.
* Participates in discussions, offering insights and suggestions to address challenges.

**Observer**

* Act as impartial observers tasked with documenting participant actions, discussions, and outcomes during the exercise.
* Observers do not participate in the discussion.

## Date and Location

* **Date**:
* **Time**:
* **Location**: