

WORKSHOP DISCUSSION LEADERS MEETING

Song Bo Room (10F)

1600-1700, Thursday, Oct. 16, 2008

The meeting was presided by Vice Chair of Organizing Committee, PDG Dens Shao. He firstly welcomed all those coming to this meeting, then used his very well prepared and detailed "Workshop Discussion Leaders Guide" slide presentation to brief and remind all the Moderators, Resource Persons, Panelists and Rapporteurs about how they could perform their duty and what techniques could be used in the discussion session. He suggested to all of them about what time would be best to arrive at the discussion room, how to lead the workshop discussion, how to guide audience, how to answer questions, how to prepare the report, etc., all in great details. Printed hand-out

was also prepared by him, and distributed to all those at the meeting.

PDG Dens was then further assisted by PP Hydraulic (Henry Wun), the Deputy Secretary of the Organizing Committee, to make a briefing about the meeting facilities and arrangements. Floor plans on pages 62, 63 and 65 of the official program book were used to guide leaders about where to go for the meeting. The

equipments prepared in all the discussion rooms, such as sound equipment, computer, LCD projectors, screen, name badges and tent cards, notepads and pencils, flipchart / markers, water pitcher and glasses, printing meeting materials were all mentioned. In case of need, how they could find Sergeants-at-Arms was also mentioned to all the leaders.

After the briefing and presentation, PDG Dens and PP Hydraulic together answered some raised questions, and adjourned the meeting accordingly.

