



Workshop Guidelines/Preparation

1. Attend the workshop from a distraction free location
2. Be ready to participate with your video camera ON
3. Join the workshop at least 5 mins before
4. Mute yourself when not speaking
5. Use your desktop/laptop for full use of features/tools
6. Please bring blank sheets of paper & markers (colored ideal)
7. Prepare beverages/snacks/lunch (we will have multiple breaks)
8. Get ready to have some fun!

The meeting room will be open at 08:45 HKT(GMT+8) for networking and please log on at least 5 mins before to ensure we start on time. We have a lot of content to cover and we will start our workshop PROMPTLY at 09:00 HKT(GMT+8)