ReThink HK 2022
Guidelines for Workshop Hosts

The workshop schedule is now available at: https://rethink-event.com/workshops/

Equipment List

- 1 x Podium (no microphones will be attached)
- 2 x Wireless handheld microphones
- 1 x 50" LED TV (with socket for plug & play PPT or MP4 video file)
- 1 x HDMI cable (please ensure that you have the appropriate adapter if you are using a Mac)
- 1 x Clicker via USB (please be reminded to leave the USB connector in the room after your workshop ends)

Important Notes

- As workshop host, you will be responsible for all pre-event preparations of workshop content and communications with your speakers. ReThink HK will **not** be arranging for any pre-event meetings with your speakers/facilitators.

- Please arrive at your allocated workshop room at least 15 minutes before your scheduled start time to set up. Upon arrival, locate the workshop volunteer helper at Booth G90 to collect a list of registered delegates for your workshop and your scanner device, and be briefed on device usage.

  As workshop host, you will be responsible for scanning the QR codes on your participants' badges when they arrive for your workshop to mark their attendance. We suggest allocating a colleague at the workshop entrance to scan participants as they enter the workshop room in the first 10 minutes of the session.

  Ten minutes into the workshop, if delegates who have not registered wish to join your workshop, and seats are available, we are happy for you as workshop host to admit them. Please be reminded to also scan the QR codes on their badges to mark their attendance.

- **You will be responsible for any rearrangements of tables and chairs that deviate from the standard positioning within the workshop room. Please be reminded to rearrange the tables and chairs back into their original positions after your workshop ends.**

- Laptops/tablets will **not** be provided. Please bring your own electronic device(s) for use during the workshop if needed.

- Wi-Fi will **not** be provided inside workshop rooms. If you require Internet access during your workshop, we suggest bringing a mobile Wi-Fi device. As workshop host you will be responsible for the cost and setting up of any mobile Wi-Fi devices.

  You may also make use of the event venue's complimentary Wi-Fi service. Please note however that there are certain limitations concerning the stability and length of usage duration: https://www.hkcec.com/en/complimentary-wi-fi-service

- Please be reminded to bring any presentation materials that you require for the workshop with you on the day (either on your device or USB), as ReThink HK will not be responsible for materials required for your workshop. There is no need to submit any PowerPoint slides or other materials to ReThink HK in advance of the event.

  We highly encourage you to use digital, sustainable/recyclable materials and tools during your workshop. Please find attached the Sustainable Event Guidelines for reference.

- A technician will be available to assist with any technical issues. If you are unable to locate them in your workshop room, please check with the workshop volunteer or in one of the other two workshop rooms nearby.

- Unless otherwise agreed/communicated, workshop speakers will not be required to register an event pass on the event website as their registration will be managed by the ReThink HK Team and details will be sent via email approximately ten days before the event.

  Colleagues who are not workshop speakers will be required to register for their passes (provided as part of your sponsorship / partnership package) separately on the event website in order to access the event venue.

- With regards to Cap. 599F Prevention and Control of Disease Regulation, any person failing to comply with the following will be denied entry during the show periods:

  o Scanning the venue / event LeaveHomeSafe (LHS) QR Code

  o Presenting a valid Vaccination Pass record, except individuals holding a COVID-19 Vaccination Medical Exemption Certificate.

  o With reference to current quarantine requirements (as announced on 23 August), please note if you are travelling prior to the event dates, persons who have completed the 3-day compulsory hotel quarantine and holds an amber code in their Vaccine Pass will now be allowed to participate in business-to-business (B2B) conventions and exhibitions, subject to specified requirements. We will continue to monitor any changes and keep you updated.

Important Dates

Confirmed delegates are now able to register their interest to attend workshops via our registration portal.

| By 19 September 2022	ReThink HK to provide the list of delegates interested in attending for selection by workshop host (job title / company)
By 23 September 2022	Workshop host to return selected list of delegates to ReThink HK (please do not exceed workshop capacity)
By 27 September 2022	ReThink HK to inform selected delegates of their confirmed place(s) in workshop(s)
Within 14 days post event	Full contact details of delegates who attended the workshop

Workshop Location
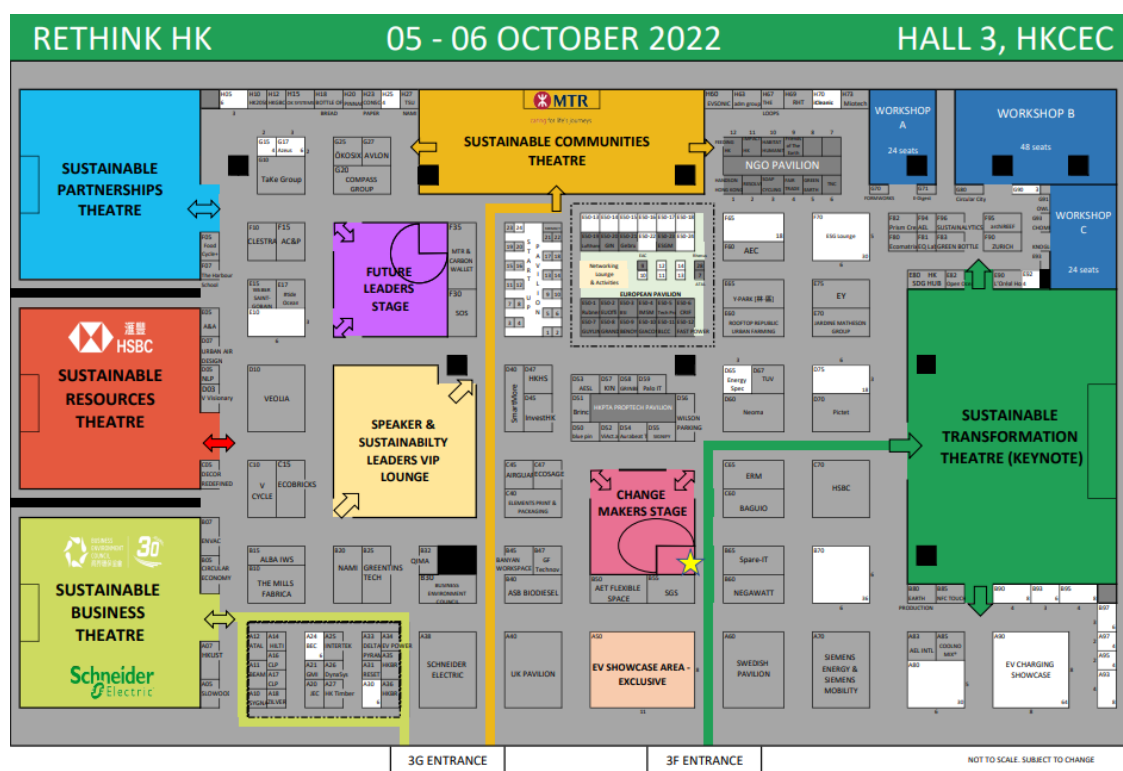
WORKSHOP A – 24 PAX

Workshop A Door & Archway

Perspective View

Workshop A Backdrop & Podium

Workshop A Floor Plan
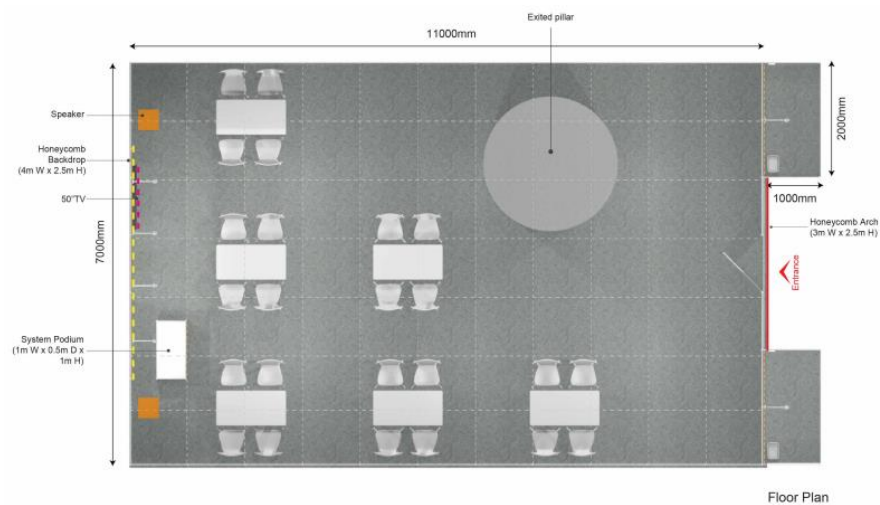
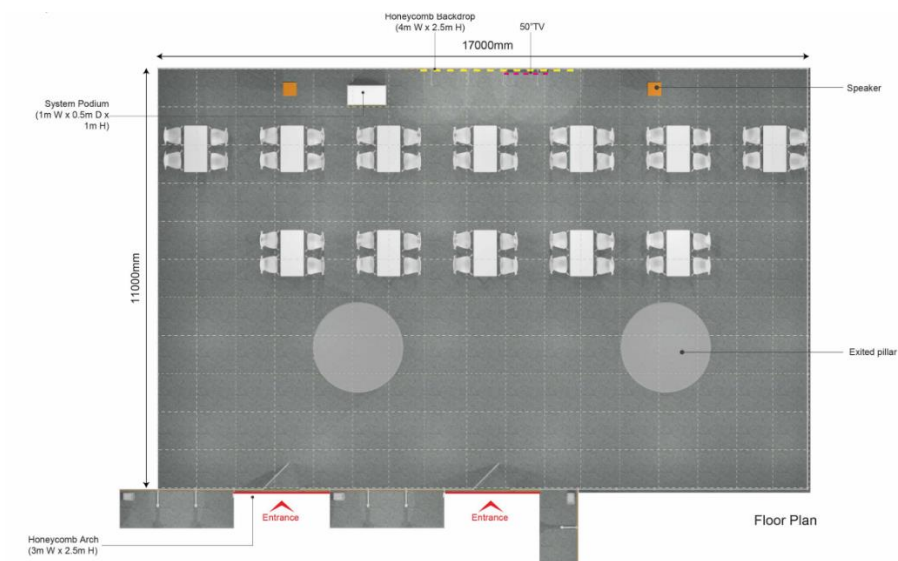Floor Plan

WORKSHOP B – 48 PAX

Workshop B Door & Archway

Workshop B Backdrop & Podium

Workshop B Floor Plan

WORKSHOP C – 24 PAX

Workshop C Door & Archway

Workshop C Backdrop & Podium

Workshop C Floor Plan