

ReThink HK 2024 – Speaker Toolkit

ReThink HK has been designed specifically for professionals who are driven by, or challenged with, sustainability goals for their business or organisation, and the 2024 event is focused on answering one of the most crucial questions for companies in our city: How can we engage all businesses in Hong Kong and encourage them to commit to a just and sustainable transition as the #OnlyWayForward?

Please read the following guidelines in detail ahead of the event.

EVENT OVERVIEW

ReThink HK 2024 will be hosted on **12 – 13 September** in Hall **1BCDE** of the **Hong Kong Convention and Exhibition Centre** in Wan Chai.

Thursday, 12 September 2024 (Day 1)

Speaker Check-in from 08:30
Solutions Expo 08:45-18:30
Conference 09:20-18:00
Happy Hour Networking Drinks 17:15-18:30

Friday, 13 September 2024 (Day 2)

Speaker Check-in from 08:45
Solutions Expo 08:45-18:00
Conference 09:20-17:30
Happy Hour Networking Drinks 17:00-18:00

Concurrent programmes will be hosted in eight theatres over the two-day event:

- Net Zero & Nature Positive (Keynote) Theatre
- BEC Business Transformation Theatre
- Liveable Cities & Transportation Theatre
- People & Purpose Theatre
- Buildings & Facilities Theatre
- Finance & Supply Chains Theatre
- Change Makers Stage
- European Stage

[Click here](#) to view the full conference agenda.

As ReThink HK is an in-person conference, all speakers will be expected to attend the event on site at the Hong Kong Convention and Exhibition Centre in September.

If you foresee any changes to your on-site attendance at ReThink HK 2024, please let Mina know **as soon as possible**.

Note that only the Net Zero & Nature Positive Theatre (Keynote) will be livestreamed, and recorded, and will be viewed by both in-person and virtual delegates. All other theatres will not be livestreamed and will only be attended by in-person delegates.

As a speaker you will be provided access to view all video recordings via our VOD platform.

DISCOUNTED DELEGATE PASSES FOR YOUR COLLEAGUES, PEERS AND PROFESSIONAL NETWORK

Your support and promotion of ReThink HK 2024 over the coming weeks will be invaluable to us. With general delegate applications now open, now is the time to engage your peers and ensure that they get the opportunity to attend your session and the full programme.

Your Speaker Promo Code: **SPEAKER24 (Valid against a two-day event pass; subject to availability)**

Your Speaker Promo Code can be shared (alongside your personalised Solo/Panel Card) on social media and offered to your colleagues, contacts and clients who will be able to purchase their two-day event passes at a discounted rate. All delegate fees contribute towards the funding of amazing impact projects by The ReThink Foundation in Hong Kong – these will be announced on Day 2, Friday 13th September at ReThink HK 2024.

Delegates who book before 5th September with your Speaker Promo Code will be able to purchase their two-day pass at a discounted rate of HK\$575 + admin fee (vs full price of at HK\$949 + admin fee).

PRIOR TO THE EVENT

To help you prepare and optimise your experience at ReThink HK 2024 as a speaker, please note the following ahead of the event.

- 1. If you are speaking as part of a panel session, align with your moderator and panellists on session structure and discussion points.**

Moderators and panellists of the same session will be introduced to each other via email or a group call. The purpose of the introduction is to allow speakers to align on session structure and discussion points. A member of the ReThink HK team will be on the call to provide a short briefing on event logistics but may not be able to remain on the call for the duration.

Notes to MODERATORS:

- During the group call, as moderator you will be expected to lead the discussion on session structure and discussion points, and to obtain ideas from panellists on how they would like to contribute to the session.**
- After ReThink HK has introduced you to your panellists via email or a group call, please continue to communicate with them. We highly encourage you to circulate**

via email after the call the questions that you plan to ask them during the session – so as to facilitate your panellists’ preparations of their answers and discussion points.

- We also encourage you to prepare a few back-up questions in your question bank, in case questions received from the audience during the Q&A are insufficient, inappropriate or irrelevant. (See below for further details on Q&A procedures.)
- We have a moderator's guide for you to review to ensure you are best prepared for your role, please find the guide [here](#).
- If you have indicated a preference for your session to use live polls, Mina will follow up separately. Note that usage of polls is not necessary unless they are conducive to session discussions.
- **The MC will only be introducing you as moderator and your session title, and will not be introducing individual panellists. As moderator, you will be responsible for introducing the panellists of your own session once you are all on stage.**
- **The profiles of your fellow panellists are available on the ReThink HK website at: <https://rethink-event.com/2024-speakers/>.**

Notes to PANELLISTS:

- As panellists, you will be expected to participate in the group call and share with your moderator and fellow panellists on how you would like to contribute to the session. Your moderator will be encouraged to circulate via email after the call the questions that s/he will be asking you and your fellow panellists on stage, for you to prepare further in advance of the event.
- Between the call and the event, please continue to communicate with your moderator and fellow panellists to ensure that you are all aligned on your contributions to the session structure and discussion, including on questions that you would like the moderator to address.
- Panellists at ReThink HK 2024 will **not** be expected to prepare slides. From past experience, we believe that panel sessions without slides are much more conducive to an interactive discussion and provide the most unique insights to the audience.
- However, if you do wish to submit a few slides to support the overall discussion, **please align with your moderator and let Mina know no later than 16:00 on 29 August (Thursday).**
- Once this has been aligned, please submit a **PowerPoint file in 16:9 aspect ratio mina.i@rethink-event.com no later than 16:00 on 29 August (Thursday).**
- Note that this is a hard deadline as all PowerPoint files will need to be incorporated into ReThink HK’s standard holding slides and tested prior to the event.
- Presentation slides will be uploaded onto a centralised laptop that will be used for all sessions. ReThink HK **will not** be able to accommodate the use of personal laptops

during presentations. Please bring a back-up presentation on a USB flash drive to the event venue.

2. If you are a solo presenter:

- If you have indicated a preference to use PowerPoint slides, please submit your **PowerPoint file in 16:9 aspect ratio to mina.i@rethink-event.com no later than 16:00 on 29 August (Thursday)**.
- Note that this is a hard deadline as all PowerPoint files will need to be incorporated into ReThink HK's standard holding slides and tested prior to the event.
- For a 10-minute presentation, your PowerPoint file should comprise no more than 5 slides. For a 15 to 20-minute presentation, your PowerPoint file should comprise no more than 8 slides.
- Presentation slides will be uploaded onto a centralised laptop that will be used for all sessions. ReThink HK **will not** be able to accommodate the use of personal laptops during presentations. Please bring a back-up presentation on a USB flash drive to the event venue.

3. Know where your session will be hosted

All speakers should have been informed of the theatre where their session(s) will be hosted. If you are unsure where your session will be hosted, please double check on <https://rethink-event.com/conference/>.

4. Make the most of the full event

As a speaker, you will be provided a complimentary two-day Speaker Pass.

There is no need for you to register for your pass on our website as your registration will be managed by the ReThink HK team and details sent via email approximately ten days before the event.

You are most welcome to stay and participate in other conference sessions as a delegate when you are not on stage as a speaker. All conference sessions at ReThink HK 2024 will be recorded on video, and as a Speaker you will be provided access to view all video recordings via our VOD platform.

Note that your Speaker Pass is non-transferable. Please retain your Speaker Pass for the two event days to be able to access the event venue.

5. Log into your Event Web App account

All speakers will be provided access to our Event Web App approximately one week before the event. This will serve as your reference to the conference agenda, list of speakers, attendees, sponsors, partners and the floorplan. Note that there will not be printed programs for distribution on site.

A link to the Event Web App will be shared approximately ten days before the event. Do access and explore the app in advance of the event, log into your account, and familiarize yourself with the app functions, in particular the conference agenda and floorplan.

ON THE EVENT DAY

1. **Arrive at HKCEC 1CDE at least 45 minutes before the start of your session.** If your session starts at 11:00am, you must arrive at the event venue no later than 10:15am.

It is crucial that you arrive 45 minutes prior to the start of your session because you will need to reserve time to pick up your Speaker Badge at the Speaker HQ and locate the theatre where your session will be hosted.

2. Follow the signage and proceed to the Speaker HQ to collect your Speaker Badge. There is no need to stop by the delegate registration counters.
3. At the Speaker HQ, you will be provided your speaker Badge and shown where the theatre for your session is located.
4. **Arrive outside the entrance of your theatre 20 minutes before the start of your session.** Your Theatre Manager or a staff member will be meeting you and other speakers of your session outside the entrance of your theatre to provide a quick logistics briefing.

If your Theatre Manager does not see you outside the entrance of your theatre 20 minutes before your session is due to start, they will contact you with your provided number. If you foresee that you will be late for any reasons, please contact your Theatre Manager to inform them in advance.

Your Theatre Manager will be supported by a team of student volunteers (door keepers, mic runners, timekeepers, speaker support) and technicians. They will be your primary point of contact for your session. Please save their contact details to facilitate on-site coordination (available below).

5. The Theatre Manager will then invite you to enter the theatre and be seated in the holding area or front row of the theatre (holding areas will not be available for the Change Makers Stage). We will aim to have all speakers of the next session on standby 15 minutes before the next session is due to start.

***If you would like to meet your fellow speakers in advance of the Theatre Manager's briefing, please reach out and make arrangements with them separately.**

*There will not be time for you to check your PowerPoint slides (if any) before the start of your session. If you do wish to check your PowerPoint slides on the event day, please arrive **prior to the start of the first session of that day** and contact your Theatre Manager.

6. **Moderators will be using clip mics.** The technician will help moderators secure their clip mics prior to their session.

Panellists will be using handheld mics.

Speakers in the following two Theatres will be offered an in-ear monitor to ensure you'll be able to hear each other:

- Net-Zero & Nature Positive (Keynote) Theatre
- Finance & Supply Chains Theatre

Solo presenters will be speaking from the podium.

7. At the designated time, the MC will introduce your session and invite the speakers to take the stage. **Please be reminded that for panel sessions, the MC will only be introducing the moderator and session title, and will not be introducing individual panellists. Moderators will be responsible for introducing the panellists of their own session once you are all on stage.**
8. If you are speaking as part of a panel or 1:1 fireside interview session, once on stage, please sit in the order as shown on the screen (underneath your own speaker photo).

If you are a solo presenter, please proceed to the podium where you will be speaking from.

9. If you are speaking with PowerPoint slides, we will provide you with a clicker for you to control your own PowerPoint during the session.

10. Q&A

All speakers (solo presenters as well as panels) are encouraged to reserve time for Q&A towards the end of the session. However, if time is running out or if the session is proceeding in good flow (such that Q&A is not priority), we are happy for you as a solo presenter or the moderator to take it to the end without a Q&A.

Q&A for panel sessions will be conducted via our Event Web App (facilitated by the Theatre Manager). 10-15 minutes before a panel session is due to end, the moderator will be handed a tablet by the Theatre Manager or a staff member which will feature a list of questions submitted by the audience. Moderators will then be able to select a further few questions to ask the panel.

Q&A for solo sessions or 1:1 interview sessions will be conducted directly from the audience. Simply indicate to the audience that you are ready to take a few questions and pick directly the members of the audience whom you would like to ask questions. The mic-runner will be on standby to provide microphones to those audience members whom you have picked.

The MC will be providing frequent reminders to the audience on the format of question submission.

11. Conclusion of sessions/Timekeeping

It is crucial that sessions DO NOT overrun. The Theatre Manager will remind you of the duration and end time of your session in their logistics briefing.

There will be a countdown clock at the front of the stage displaying the remaining time left for your session.

Two minutes before a session is due to end, the timekeeper will hold up signage to indicate that the session must conclude immediately.

IMPORTANT REMINDERS

- The Speaker dress code is business casual – outfits that you would typically wear in a professional work environment but without the “suit and tie” formality.
- All conference sessions apart from Day 2 of the BEC Business Transformation Theatre will be hosted in English. Unless you are speaking on Day 2 at the BEC Theatre, you will be expected to speak in English.
- Holding slides for each session and the breaks will be displayed on the screen. Your speaker photos, job titles, company names and session profile will be shown on the screen as part of the backdrop.
- Please understand that we do not serve speakers any water on stage.

Please bring your own reusable/refillable water bottle.

All speakers will have access to the Speaker HQ (where you will collect your Speaker Badges) to refill their water bottles yourselves as well as other areas around the Showcase Expo.

- Lunch will not be provided to speakers at ReThink HK 2024. However, there’s food for purchase available at the Central Networking Lounge as well as several F&B outlets within the HKCEC venue.
- The Speaker HQ is strictly for the issuance of Speaker Badges and refilling of water bottles. Speakers will not be allowed to store their belongings at the Speaker HQ.
- Upon departure from the event on Day 1, if you will not be returning to the event on Day 2, kindly return your speaker badge. If you are returning on Day 2, please hold on to your badge. If you mistakenly return your badge, you will be charged \$100 to reprint your badge on Day 2.
- Members of the media will be present at ReThink HK 2024. Please understand that we are unable to guarantee whether they will attend any particular session. We will also be unable to provide speakers with a pre-publication review from external media (including our Media Partners).
- Photographers will be present. However, we cannot guarantee that photos of all speakers and sessions can be taken.
- Please understand that we are unable to offer complimentary passes to colleagues of speakers. The reason is that we have a daily capacity for passes each day, so an additional pass we give away means one less space for a paying delegate, in turn meaning reduced delegate fees that support the [ReThink Foundation](#). We are proud to maintain our impact pledge with all delegate fees contributing towards the impact projects being supported by the ReThink Foundation.

If your colleague would like to attend, please ask them to register on ReThink HK’s website in advance of the event, before 23:59 on 5 September using SPEAKER24 to get the best price pass.

- If you would like to join our VIP networking drinks which will take place at The Arca, Wong Chuk Hang on Thursday 12 September, 18:45-22:00, tickets are available at the following link: [Networking Drinks](#)
- Attendees are encouraged to travel to the event venue by MTR. A free journey to the venue can be redeemed by visiting the MTR booth at the ReThink HK 2024 Showcase Expo (Booth F30).

If you are travelling by private vehicle to the event venue, please find below the parking guide for your reference.

Private Vehicles Parking is not available at the HKCEC. There are 2 carparks near to the HKCEC for alternatives	
<p>(1) Convention Plaza Car Park (Harbour Road)</p> <p>1 Harbour Road, Wanchai, Hong Kong</p> <p><u>Hourly Parking</u> 1st and 2ndhr HK\$30 per hour</p> <p>3rd hr and thereafter HK\$33 per hour</p> <p><u>Day Parking</u> 07:00 – 18:00 HK\$190</p> <p><u>Night Parking</u> 18:00 – 00:00 HK\$110</p>	<p>(2) Expo Drive Central Car Park (Linked to the HKCEC Phase 2)</p> <p>1 Expo Drive Central, Wanchai, Hong Kong</p> <p><u>Hourly Parking</u> HK\$27 per hour</p> <p><u>Whole Day Parking</u> 00:00 – 23:59 HK\$210</p> <p>(Choose "Whole Day Parking" accept to multiple entry. After entering Carpark, please bring along the Octopus Card to the Shroff Office within 1 hour for the completion of registration and payment procedure.)</p>

- If you have any questions prior to the event, please contact Mina at mina.i@rethink-event.com

Once on site, please contact your Theatre Manager who will be able to assist on all logistics concerns relating to your participation. **Please save their contact details to facilitate on-site coordination (available below).**

THEATRE MANAGER & MC ALLOCATION – To be Updated

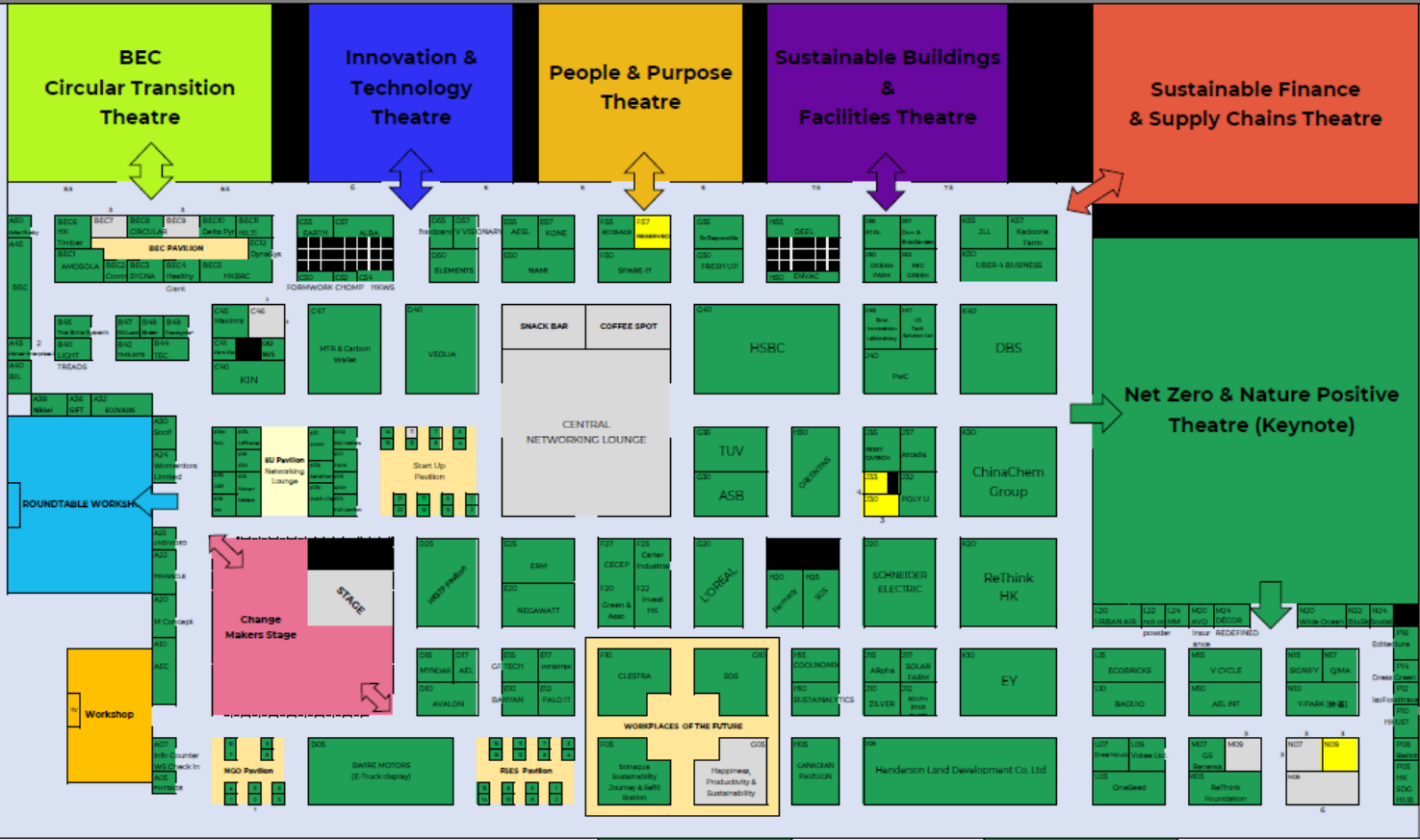
Theatre Name	Theatre Manager	Date/Time	Programme Title	Content Partner	MC
Net Zero & Nature Positive (K)	TBC	Thursday 12 September	Opening Address	N/A	TBC
		Thursday 12 September	Global Approach to Change		
		Friday 13 September	Business & Nature	ADM Capital Foundation / WWF Hong Kong	TBC
		Friday 13 September	Collective Action for Climate Emergency	BEC	
BEC Business Transformation (C)	TBC	Thursday 12 September	Business-Policy Nexus for Circularity and Sustainable Living	BEC	
		Friday 13 September	Rethinking Communities	Social Ventures HK	
		Friday 13 September	Rethinking Sustainability for SME's	FHKI	Maybe Volunteer
Liveable Cities & Transportation (T)	TBC	Thursday 12 September	Rethinking Liveable Cities	The Do	Aigul Safiullina 6339 4479 aigul@thedo.world
		Friday 13 September	Rethinking Mobility & Transportation	HK2050isNow / ICE	Harriet Tsang 91961857 htsang@civic-exchange.org
People & Purpose (P)	TBC	Thursday 12 September	Rethinking Shared Value	SViHK	Rachael Ma 6335 3191 rachael.ma@sharedvaluehk.org
		Thursday 12 September	Rethinking Workforce Transformation	BritCham	
		Friday 13 September	Rethinking Marketing & Communications	PRHK	
		Friday 13 September	Rethinking Health & Wellbeing	Hong Kong Council for Social Service	
Buildings & Facilities (B)	TBC	Thursday 12 September	Rethinking Built Spaces	Hong Kong Green Building Council	
		Friday 13 September	Rethinking Facilities Management	IFMA	Ruby Cheung 9379 3979 ruby.cheung@hk.issworld.com
Finance & Supply Chains (F)	TBC	Thursday 12 September	Rethinking Finance	Hong Kong Green Finance Association	
		Friday 13 September	Rethinking Supply Chains	N/A	TBC

Change Makers (S)	TBC	Thursday 12 September	Social Innovators of Tomorrow	CUHK BESGO	
		Friday 13 September	Green Leaders of Tomorrow	2041 Hong Kong	
European Stage (S)	TBC	Thursday 12 September			TBC
		Friday 13 September			TBC

14 - 15
September

ReThink HK 2023

HKCEC
Hall 1CDE



EXPO DRIVE ENTRANCE + NETWORKING (BEST TRANSPORTATION) 14:00 - 16:00 on 14 September

MEDIA & VIP CHECK-IN

EXHIBITOR CHECK-IN & SPEAKER HQ

DELEGATE CHECK-IN

FROM HARBOUR ROAD & MTR STATIONS

UPDATE for 2024