

House Rules of the Seminar

General Rules for Participants

1. Zoom Entry and Identification

Display Name Requirement

- For the sake of easy identification, please display your name in the following format:
Full Name – Registration Number (e.g., “Chan Tai Man – RD100000”)
- Please stay muted during the seminar, to avoid any disruption.

2. Priority for Remarks and Questions

To ensure an orderly and fair discussion, the following order of priority will apply when selecting remarks and questions:

2.1 In-person participants

Questions and remarks from participants attending in person will be given priority and addressed first.

2.2 Online participants (Zoom chat box)

Questions submitted through the Zoom chat box will be addressed after in-person questions, subject to available time.

Online participants should submit questions only to the designated chat box displayed as “Q&A”; otherwise, their questions may not be addressed.

2.3 Time management and moderation

As the seminar is limited to **2 hours**, all questions will be moderated and grouped by relevance to the discussion topic. The moderator reserves the right to prioritize questions to ensure equitable participation and efficient use of time.

3. Respectful Engagement

The Chairman will oversee the meeting, ensuring adherence to time limits and these rules with support from the Secretariat. If any participant is found of any disrespectful behavior, he/she will be removed from the session.

4. Recording Disclaimer

The seminar will be recorded on Zoom by the Secretariat for administrative purposes. By joining and remaining in the seminar, participants are deemed to have been notified of, and to consent to, such recording. The recording will be kept and handled in accordance with applicable privacy and data protection.