

## Tentative Schedule of Inauguration Ceremony and ASCE-ISG 2020

### Conference

**Date of Meeting:** 2020/11/21, Saturday

**Platform:** Zoom meeting

	<b>Time</b>	<b>Description</b>
	8:45-9:00	Registration and Standby
		<b>Inauguration Ceremony of ASCE Greater China Section</b>
		ASCE GC president welcome (10 min)
		ASCE HQ speech (10 min)
	9:00-10:00	Region 10 speech (10 min)
Morning		Raymond introduce the history of ASCE HK and establishment of ASCE GC (15 min)
		ISG sharing (Michael, ZJU/Prof. Xiong, TJU) (15min)
	10:00-10:10	<b>Photo Taking (online)</b>
	10:10-10:20	Break
		<b>ASCE ISG Annual Conference</b>
	10:20-11:50	ASCE-ISG presentations (15 mins each ISG, 5 presentations) (10-15 mins Q&A at the end)
Noon	11:50-14:00	Break
		ASCE-ISG presentations
	14:00-15:45	(15 mins each ISG, 6 presentations) (10-15 mins Q&A at the end)
Afternoon		
	15:45-16:05	Sharing from ASCE GC Board Members
	16:05-16:15	Adjournment

Guest lists:

- HQ rep (Raymond)
- Region 10 rep (Raymond)
- Raymond Leung (Jack)
- HK Government (Raymond)
- ASCE HK/GC past presidents (KT)
- ISG practitioner advisors (Yao)
- ISG faculty advisors (Yao)
- ASCE GC board members
- (mass email) ASCE GC members (Dicky)
- (mass email) ISG students (Yao)

Timeline:

- 16 Oct: Invitations sent (Dicky, Yao, KT, Jack)
- 31 Oct: Confirm speakers HQ, Region 10, Raymond (LZ, Jack)
- 31 Oct: Confirm ISGs (Yao)
- 7 Nov: reminder emails (Dicky, Yao)
- 16 or 17 Nov: final reminder emails (Dicky, Yao)

To do:

- Subscribe, set up (enable registration) and test Zoom platform, Nov (KS, LZ)
- Backdrop picture for the event (with logos – ASCE GC, ISGs) (XD)
- Confirm the participants / invited guests (LZ)

KS, LZ, XD and ZY to serve as the OC