Instructions for Participants

Dear Participants,

Welcome to the Open Forum! We appreciate your valuable contribution to this event. Please carefully read the following instructions to ensure a smooth experience for everyone.

Before the Forum:

- Review the agenda and topics to be discussed.
- Prepare any questions or comments you would like to share.
- Join the forum 10 minutes early to resolve any technical issues.

During the Forum:

- Maintain a respectful and open-minded attitude.
- Use the "Raise Hand" feature if you wish to speak.
- Limit your comments to ensure everyone has a chance to participate.

After the Forum:

- Feel free to reach out for any follow-up questions or discussions.
- Complete the feedback survey to help us improve future forums.

Thank you for your participation and enthusiasm!

Best Regards,
[Your Name]
Open Forum Moderator