

Faculty		Computing		Course Code	SECD3761
Session	Semester	2024/2025	II	Course Name	Technopreneurship Seminar
Section	Group	01	18	Lecturer Name	ASSOC. PROF. DR RAMESH K S @ MOHD ZAIDI BIN ABD ROZAN
Team		Seminar		Task	PANELIST MANAGEMENT
Student Name I		CHAU YING JIA		Matric No. I	A23CS0213
Student Name II		CHUA JIA LIN		Matric No. II	A23CS0069
Student Name III		CHERYL CHEONG KAH VOON		Matric No. III	A23CS0060
Student Name IV		LAU YEE WEN		Matric No. IV	A23CS0099
Student Name V		POH LOK YEE		Matric No. V	A23CS0262

Objectives

1. To identify and engage knowledgeable and relevant panellists who align with the seminar topic and target audience, ensuring valuable and insightful discussions among audience.
2. To establish effective communication and smooth coordination with panellists before, during and after the seminar.
3. Manage the scheduling, arrival, briefing and comfort of all panellists.
4. To update and maintain accurate seminar documentation, including panellist records and feedback, to support organizational learning and future event planning.

Activity Plan

List of Activities	Start Date	End Date	Responsible by
Identify potential panelists based on the seminar topic and target audience	17/5	24/5	All members
Reach out to potential panelists and invite them to participate	25/5	28/5	All members
Confirm the panelists' availability and collect their bios and headshots	27/5	31/5	Chau Ying Jia, Poh Lok Yee
Schedule a pre-seminar briefing with the panelists to go over expectations and logistics	1/6	19/6	Lau Yee Wen, Chua Jia Lin
Coordinate the panelists' travel and lodging arrangements if necessary	23/6	24/6	Cheryl Cheong Kah Voon
Provide the panelists with their itinerary and answer any questions they may have	19/6	26/6	All members
Ensure panelists are welcomed and briefed on event day	26/6	26/6	Chau Ying Jia

Follow up with the panelists to thank them for their participation and gather feedback	27/6	27/6	Lau Yee Wen, Poh Lok Yee
Update the seminar records with the panelists' information and feedback	28/6	28/6	Chua Jia Lin, Cheryl Cheong Kah Voon

Verified by,



SIGNATURE BY
GROUP LEADER
(CHAU YING JIA)