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| Alatan yang diperlukan:  |
| 1. Whiteboard - 2  |
| 2. Projector – 1   |
| 3. Meja panjang– 21: Secretariat table (2), Participants Table (16), Buffet Table (3) – Total (seramai 30 peserta) |
| 4. Microphone - 4  |