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Guidelines

Reviewed by:	Approved by:
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This guidelines refer to the preparation for the Reading Seeds session or class. Preparation shall be made after obtaining confirmation from invited participants. The Librarian or Designated Officer (DO) shall do the following tasks:

PHASES EXPLANATIONS

- 1. Prepares the attendance list.
- 2. Notifies the Finance and Venue Management Division regarding the confirmation of the reservation of the Seminar Room, Function 1 and Function 2.
- 3. Informs the ICT Infrastructure Division regarding the usage of computer facility and the internet connection inside the Seminar Room, Function 1 and Function 2.
- 4. Prepares the note or hands-on and other relevant teaching aids.
- 5. Prepares the "Beneficiaries Satisfaction Rating Form".
- Requests the souvenirs from Corporate Communication Division. 6.
- 7. Prepares the refreshment for the participants.

NOTE: The refreshment shall not be provided if the duration of the Reading Seeds session is within or less than one (1) hour.

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