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| **Planning the Agenda** | | | | | | |
| **When** | **What**  *(Activity)* | **Why**  *(Purpose)* | **Who** | **How**  *(Method)* | **Where**  *(Location)* | **Materials** |
| **8:30** | **Welcome and Introductions** | **Introduce presenters and participants to each other** | **Me** | **Nametag Ice Breaker** | **Room B** | * **Name tags** * **Marking pens** |
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