



# Attendees Guidelines

**SILA e-Townhall**

**21<sup>st</sup> March 2025**

# SILA E-Townhall Agenda

21<sup>st</sup> March 2025

*Agenda accurate as of 11 Jan 2024*

Time (GMT+8)	Agenda
18:30 – 19:00	Registration Begins At 6:30pm. E-Townhall would be called to order at 7:00pm
19:00 – 19:05	Welcome and housekeeping notes for this Townhall A short explanation on the process of this virtual meeting, the agenda and procedures
19:05 – 19:10	About SILA Council & Existing Council
19:10 – 19:15	Nomination for President (1 position)
19:15 – 19:20	Nomination for Honorary Secretary (1 position)
19:20 – 19:25	Nomination for Honorary Treasurer (1 position)
19:25 – 19:45	Nomination for Council Members (6 positions)
19:45 – 19:50	Nomination for Ordinary Council Members (2 positions)
19:50 – 19:55	Nomination for Honorary Auditors (2 positions)
19:55 – 20:00	Introduction to Election Runner
20:00 – 20:25	Open Forum
20:25 – 20:30	Closing

# Essential Information

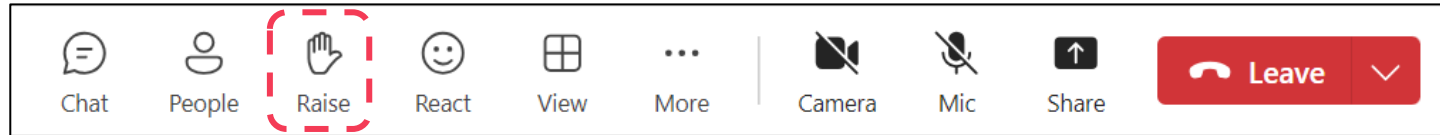
Please read through the following information to better prepare yourself for the virtual meeting:

- The meeting will be presented using the **Microsoft Teams** web conferencing platform. If you have never used **Microsoft Teams**, you can download Teams or join on the web and basic features can be found below:
  - [Download Teams](#) | [Join on the web](#)
  - [Learn more](#)
- An invitation which includes the access link will be sent to you via email one day before the e-Townhall. We would appreciate if you can log-in to the platform **at least 10 minutes before** the start of the meeting.
  - Please only access the Microsoft Teams platform with the email address you registered with.
  - Do note that you will be kept in the waiting room until the meeting starts, during this time nothing is visible and there will be no sound.

# Essential Information

## During the meeting:

- Please mute the microphones if you are not speaking, this is to avoid any background noise that may interrupt the meeting flow.
- Please use 'Raise Hand' tool if you have any questions during the meeting.



## To note:

- Should you require assistance with using the technology before or during the meeting, you may wish to contact us at +65 9773 2425.
- To gain your CPD points, you are required to stay the full duration of the e-Town Hall and scan the QR code at the end.

**See you on 21<sup>st</sup> March  
2025, Friday (7.00pm)  
at SILA e-Townhall**

