Briefing Book for the Minister

TECHNOLOGY LEADERSHIP FORUM AWARDS CEREMONY

Halstead Ballroom, Coventry Hotel
4825 Boulevard St-Laurent, Montréal
16:00 to 17:45, Thursday, April 15, 2004

Awards Ceremony

SCENARIO

Start Time

16:10 **ARRIVAL**

- You and other members of the podium party proceed from the anteroom to the podium in the ballroom.

16:15 **OPENING**

- Mr. Fenton welcomes guests to the ceremony and invites Dr. Isbister to deliver his remarks.

16:20 **SPEECHES**

- Dr. Isbister delivers his speech (0:10) and then invites you to speak.
- You deliver your speech (see **Tab B-3**). (0:10)

16:50 **AWARDS PRESENTATION**

Awards will be presented to recipients one by one, as their names are called:

- Dr. Isbister reads the name of award recipient and briefly describes the achievements that led to the award.
- Each recipient proceeds to the podium as his or her name is called.
- Mr. Fenton passes the award to you for that recipient.
- You present the award and shake the recipient's hand.

Start Time	
17:30	**MEDIA SCRUM** After the awards have been presented, Dr. McLaughlin will deliver closing remarks (:05) and invite guests to remain for the reception. (Your next engagement prevents you from attending the reception.) Dr. Isbister will then accompany you to the media scrum area, immediately in front of the podium. You will then take questions from the media (**see Tab D**). (0:10)
17:40	**DEPARTURE** You break away from the scrum and proceed to the front entrance of the hotel. (:05) Your driver will pick you up to go to your next engagement.

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