

Visit to the Help Centre
(Six Sessions for Six Groups of Visitors)

Date: 19 January, 31 January and 7 February 2023

Time: 10:30am – 12:15pm (Morning Session)
2:30pm – 4:15pm (Afternoon Session)

Capacity for each session: 12 persons

Venue: Help Centre, 5/F District Court Building, Wanchai Tower

Programme Rundown:

| Duration | Programme | Venue |
|-----------------|--|-----------------------|
| 15 minutes | Physical tour with brief introduction of the services and facilities provided at the Help Centre | Help Centre on 5/F |
| 10 minutes | Short break & travel to training room | |
| 30 minutes | Demonstration on the key iCMS functions including user registration; case link-up; electronic filing and electronic inspection | Training room on 26/F |
| 45 minutes | Hands-on practice of key iCMS functions | ditto |
| 5 minutes | Concluding remarks | ditto |