	WHAT'S HAPPENING?	WHAT DO WE DO?
11 am	Coffee, Tea, light refreshments	
11.30	Meeting guests, groups individuals, etc.	
12	Welcome address	
12.30	Awards/certificates presentation by	
1.30 - 2.30	Showcasing Clients' work on TF projects	
2.30 - 4pm	Information Advice and Guidance session, refreshments, etc.	
4pm	Close the event	