



**HONG KONG AIR CADET CORPS**  
ADMINISTRATION AND SUPPORT GROUP

<b>From</b>	Adjt A&S Gp ( <a href="mailto:michael@etoileam.com">michael@etoileam.com</a> )	<b>To</b>	Retreat Participants (Listed in p.4) Major Unit Commanders
<b>Our Ref</b>	MgtRt/2012/3	<b># of Pages</b>	4
<b>Date</b>	8/10/2012	<b>Your Ref</b>	

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**Management Retreat Joining Instructions (Revised)**

Congratulations on being nominated and approved to join the Management Retreat scheduled to be held from 12/10/2012 (Friday) to 14/10/2012 (Sunday) at Zhongshan, Guangdong.

Please arrive at the Departure Hall of the China Harbour City at **0730 hours, 12/10/2012**. Our retreat staff and I will be welcoming you there. A personalised Retreat Information Kit and a Retreat Polo Shirt will be distributed to you. A fee of **HKD500** or **RMB400** will be collected at the spot. If you have opted for single room, the fee payable would be **RMB1,100**. It would be very helpful if you could prepare the exact amount payable.

The dress code for the Day 1 of the retreat would be the Corps Polo Shirt. For Day 2, No.2B (short sleeves) uniform, and Day 3, the Retreat Polo Shirt. For the sake of standardisation, no stable belt, ribbons, lanyard or other badges (except aviation wings) required. The programme of the retreat is enclosed for your reference.

You may also consider bringing your personal notebook computer or tablet as that would be useful in creating materials for the presentation on Day 3. Personal travel insurance is also recommended.

Please do not hesitate to email me or to call me at \_\_\_\_\_ if you have any queries about the retreat. I look forward to see you on Friday.

Michael W K CHAN  
Flight Lieutenant  
Management Retreat Project Manager

**Hong Kong Air Cadet Corps  
Management Retreat 2012**

**Programme**

<b>Date</b>	<b>Time</b>		<b>Programme / Topic</b>	<b>Venue</b>	<b>Uniform</b>
Day One 12/10/2012 (Friday)	0830	1130	Transit to Zhongshan		Corps Polo Shirt
	1130	1230	Arrival / Check-in / Baggage-check	Lobby / Guest Rooms	
	1230	1430	Lunch with Vice-Chairman	House of Jade	
	1430	1500	Retreat Briefing	House of Jade	
	1500	1630	Air Cadets and UGs	Conference Room	
	1630	1700	Tea Break	Common Area	
	1700	1830	Vision, Mission and Values Revisit	Conference Room	
	1830	2000	Dinner	樓南海漁村大酒樓	
	2000	2100	Day 1 Summary Meeting	Conference Room	
	2100	2200	Optional City Tour		
Day Two 13/10/2012 (Saturday)	0730	0900	Breakfast	Plaza Café	No.2B
	0900	1030	Rotation Breakout Session 1	<i>See Notes</i> <sup>\$1</sup>	
	1030	1100	Tea Break	Common Area	
	1100	1230	Rotation Breakout Session 2	<i>See Notes</i> <sup>\$1</sup>	
	1230	1430	Lunch with Eric Wong	House of Jade	
	1430	1600	Rotation Breakout Session 3	<i>See Notes</i> <sup>\$1</sup>	
	1600	1630	Tea Break	Common Area	
	1630	1800	Rotation Breakout Session 4	<i>See Notes</i> <sup>\$1</sup>	
	1800	1930	Dinner	益源客家王酒	
	1930	2030	Being an Air Cadet Officer	Conference Room	
	2030	2130	Day 2 Summary Meeting		
2130		Personal Work Time <sup>\$2</sup>	Guest Rooms	N/A	
Day Three 14/10/2012 (Sunday)	0730	0900	Breakfast (Check-out by 0900)	Plaza Café	Retreat Polo Shirt
	0900	1030	Presentation Sessions	Conference Room	
	1030	1100	Tea Break	Common Area	
	1100	1130	Closing Meeting	Conference Room	
	1130	1215	Panel Q & A <sup>\$3</sup>		
	1215	1230	Closing Remark		
	1230	1430	Lunch	一品御厨大酒樓	
	1430	1700	Transit to Hong Kong		

## Programme Notes

### §1 Rotation Breakout Sessions

Topic (Host) Time	Recruitment (DCO Ops)	Retention (DCO Trg)	Reputation (CSO)	HOS (OC HOCU)
Breakout Session 1 0900-1030	Group A	Group B	Group C	Group D
Breakout Session 2 1100-1230	Group B	Group C	Group D	Group A
Breakout Session 3 1430-1600	Group C	Group D	Group A	Group B
Breakout Session 4 1630-1800	Group D	Group A	Group B	Group C

### §2 Personal Work Time

The hosts of the Rotation Breakout Sessions may distribute worksheet for you to complete (if there is any). You should also use this time to prepare materials for the group presentation on Day 3.

Please also use your Personal Work Time to prepare questions you would like to ask during the Day 3 Panel Q & A Session. Prepared questions should be submitted to the retreat staff before the Presentation Session.

### §3 Panel Q & A

Corps management will be on stage to answer questions submitted by retreat participants. They would also answer spontaneous questions / follow-up questions if time allows.

## Hotel Information

中山永安新城皇冠假日酒店  
Zhongshan Wing On City Crowne Plaza Hotel

中国广东省中山市南区兴南路8号 528455  
No.8 Xing Nan Lu Nan District, Zhongshan, Guangdong 528455

酒店前台: +86 (760) 8991 6888      酒店传真: +86 (760) 8991 6800  
Hotel Front Desk: +86 (760) 8991 6888      Fax: +86 (760) 8991 6800

Count	First Name	Last Name	Gender	Rank	Unit	Roomate
1	Alan	Wong	M	Mr	E-Board	Single
2	Kwok Wing	Lee	M	Gp Capt	Commanding Officer	Single
3	Wilson	Chan	M	Wg Cdr	HQ A&S GP	Single
4	John	Siu	M	Wg Cdr	HQ Ops Gp	Roger Kwong
5	Ivan	Chan	M	Ag Wg Cdr	HQ Trg Gp	Steven Pang
6	Roger	Kwong	M	Ag Wg Cdr	HQ IA Gp	John Shiu
7	Vickie	Au	F	Sqn Ldr	No 1 HKI Wg	Peggy Tam
8	Rayson	Chan	M	Sqn Ldr	Med Sqn	Jim Chan
9	Pauline	Cheng	F	Sqn Ldr	No 2 Kln E Wg	TBC
10	Thomas	Kam	M	Sqn Ldr	HOCU	Single
11	Yue	Kwok	M	Sqn Ldr	SD Wg	Jackie Chan
12	Kenneth	Leung	M	Sqn Ldr	HQ Trg Gp	Alan Ng
13	Raymond	Ma	M	Sqn Ldr	HQ A&S GP	Single
14	Alan	Ng	M	Sqn Ldr	No 1 HKI Wg	Kenneth Leung
15	Peggy	Tam	F	Sqn Ldr	HQ Ops Gp	Vickie Au
16	Dandy	Wong	M	Sqn Ldr (sp)	TOS Wg	Herbert Mui
17	Juno	Chan	F	Ag Sqn Ldr	GST Wg	Vivien Li
18	Frankie	Tsang	M	Ag Sqn Ldr	No 4 Kln W Wg	Single
19	Benjamin	Yuen	M	Ag Sqn Ldr	No 5 NT E Wg	Single
20	Jackie	Chan	M	Flt Lt	Trg Gp	Yue Kwok
21	Jethro	Chan	M	Flt Lt	C Wg	Winnie Ho
22	Jim	Chan	M	Flt Lt	AT Wg	Rayson Chan
23	Michael	Chan	M	Flt Lt	HQ A&S GP	Single
24	Winnie	Ho	F	Flt Lt	HQ Trg Gp	Jethro Chan
25	Herbert	Mui	M	Flt Lt	Trg Gp	Dandy Wong
26	Toby	Ng	F	Flt Lt	No 3 NT E Wg	Pheona Siu
27	Pheona	Siu	F	Flt Lt	Trg Gp	Toby Ng
28	Sam	Tsang	M	Flt Lt	No 3 NT E Wg	Single
29	Eddie	Ho	M	Flt Lt (sp)	FOU	Single
30	Alan	Kwan	M	Ag Flt Lt	HOCU	David Fenn
31	Steven	Pang	M	Fg Off	Trg Gp	Ivan Chan
32	Vivien	Li	F	Plt Off	PA Flt	Juno Chan
33	David	Fenn	M	Cl	PA Flt	Alan Kwan
34	Saki	Lee	F	Cl	PA Flt	Lisa Zhou
35	Lisa	Zhou	F	Cl	PA Flt	Saki Lee