Workshop preparation

Author local structure reference. Not generated or exported by Canva.

Before the session

Check the device ID.

Count each cable and adapter.

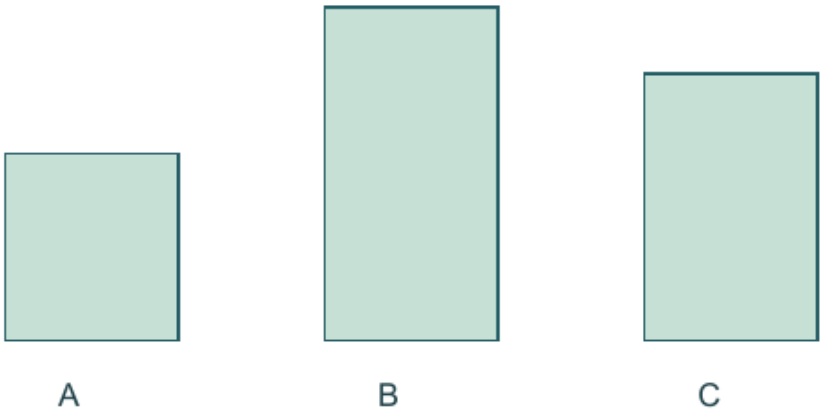
Mark unreadable labels unknown.

After the session

Record missing accessories.

Confirm the return location.

Keep unresolved items visible.



Read left column first, then right. Figure description is supplied in the tags.

Structure checked locally. Screen-reader interaction has not been tested.

Arrival and handover

Author local structure reference. Not generated or exported by Canva.

Find the room

Use entrance A on the west side.

Turn right after the reception.

Stop at room 203.

Hand over materials

Read the list with the receiver.

Record the handover time.

Keep the original checklist.

	Room 203
Entrance A	

Read left column first, then right. Figure description is supplied in the tags.

Structure checked locally. Screen-reader interaction has not been tested.