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|  | **Chapter - Action Checklist** |

□ Fix date/time/venue & moderator/rapporteur  
□ Invite participants (youth, experts, PwDs, NGOs)  
□ Add Fireflies AI   
□ Prepare slides/video; print handouts  
□ Run 2-hour session (Health then Accessibility)  
□ Post photos & quotes (#YiHealth2025 #EnableAccess2025)  
□ Send Fireflies link + 1-page report within 24 hrs (deadline: 28 Sept)