Business & Personal Etiquette Conference Programme • NEW DATE & VENUE: Mon. Dec. 1, 2025 • The Venetian Suite at Terra Nova All Suite Hotel, Jamaica

7:00 AM	**8:00 AM**	**REGISTRATION**	
7:30 AM	**8:00 AM**	**Welcome • Networking • Giveaways • Opening Video**	
8:00 AM	8:05 AM	**OPENING CEREMONY** Welcome & National Anthem	**Talia Soares-Brown** MC, Attorney-at-Law
8:05 AM	8:10 AM	Prayer	**Bishop Dwight Fletcher** Founding & Senior Pastor Transformed Life Church
8:10 AM	8:15 AM	Convenor's Opening Remarks	**Dr. Jacqueline Coke-Lloyd** Managing Director, Make Your Mark Group (MYMG)
8:15 AM	8:20 AM	Business Sector Greetings	**Kathryn Silvera** President Jamaica Manufacturers & Exporters Association
8:20 AM	8:35 AM	Opening Speaker Remarks: 'The New Rules of Engagement'	**Hon. Min. Donovan Williams, MP** Minister of State Ministry of Labour & Social Security
8:45 AM	9:45 AM	SESSION 1 PANEL: Be Yourself in Business: Communicating authentic professionalism displaying good work ethic	**Naomi Garrick** Personal Branding & Executive Presence Coach, The PR Chick **Robert Scott** Intn'l Trade & Entrepreneurship Advisor & CEO Lifespan Distribution Company **Kimesha Walters** Award-winning Entrepreneur & CEO Oasis Integrated Communications **(Canada)**
9:45 AM	10:15 AM	**BREAK**	Makeup Demonstration
10:20 AM	11:15 AM	SESSION 2: Stop & Smell of Roses: Managing your mental health & hygiene	**Dr Tana Ricketts-Roomes** Snr Lecturer & Consultant Family Physician UWI & BBC Medical Services

11:20 AM	12:15 PM	SESSION 3 PANEL: Read the Room Own the Room: Protocols & Cues for social etiquette & customer service excellence	**Philippa Lawrence** Etiquette Expert & Former Chief of Protocol United Nations **Gina Tomlinson-Williams** Director of Organisational Development & Change JPS
12:20 PM	1:15 PM	SESSION 4: Mind Your Peas & Cues: Dining etiquette for power meals	**Jacqui Tyson** CEO From Thought to Finish
1:00 PM	2:00 PM	**LUNCH**	
2:10 PM	3:05 PM	SESSION 5: Be Innovative. Live Conventional: The rules of Digital & Hi-Tech engagements	**Nicole Hayles** Senior Communications Executive
3:10 PM	3:55 PM	**SESSION 6 ONLINE:** Mixing and Mingling: The etiquette of making professional conversations	**Elaine Swann** Author & Etiquette Expert Decorum Ventures Inc (USA)
4:00 PM	4:45 PM	SESSION 7: Break the Ice Without Slipping: Deportment, grooming & personal styling	**Jane Michelle** Transformational Lifestyle & Image Consultant
4:45 PM	5:00 PM	Giveaways & Closing Remarks	Dr Jacqueline Coke-Lloyd