本局檔號 Our Ref. : (38) in EDB(CG)BSPP/5/174(7)　　　　電話 Telephone : 3698 4340

來函檔號 Your Ref. :　　　　　　　　　　　　　　　　傳真 Fax Line : 2770 2012

全港公營及直資中學校長/升學及就業輔導組主任/視覺藝術科主任：

教育局「商校合作計劃」2020/21
香港知專設計學院外展活動

　　本函旨在通知 貴校，由香港知專設計學院主辦的香港知專設計學院外展活動現正接受報名。活動旨在讓學生了解設計及創作行業，藉此啟發他們的興趣及對修讀相關學科早作準備。

　　現誠邀有興趣參加是次活動的學校細閱主辦機構的邀請信及活動資料，並填妥活動報名表格，電郵至 eao-dilwl@vtc.edu.hk 或傳真至 3928 2194 遞交申請。上述活動為「區域發展網絡」（大埔、北區、屯門、元朗、觀塘及西貢）活動之一，因此，該區域學校的申請將作優先考慮。

　　如欲查詢活動詳情，可致電 3928 2561 或 3928 2994 聯絡學院外事處。有關「商校合作計劃」事宜，可致電 3698 4344 聯絡本函代行人。

教育局局長

（陳志聰　　　代行）

2021 年 2 月 9 日

附件一：主辦機構邀請信及報名表格
附件二：有關「商校合作計劃」活動性質的注意事項

EDB 10

致 各中學升學及就業輔導老師：

邀請函 — 香港知專設計學院外展活動

香港知專設計學院 (HKDI) 每年均舉辦多項外展活動，讓中學生了解設計及創意行業，藉此啟發他們的興趣及對修讀設計相關學科早作準備。

HKDI 為 VTC 機構成員。HKDI 作為香港卓越的設計院校，致力提供具國際水平的設計教育，為創意工業培育優秀的設計人才。學院透過多元化的設計課程，加強學生對文化及環保的觸覺，促進跨學科的融匯交流，以啟發學生的創意思考。設計課程包括建築、室內及產品設計、傳意設計、數碼媒體、以及時裝及形象設計。

鑑於現時新型冠狀病毒疫情，HKDI 將於今個學年安排不同形式的網上外展活動，隨函附上簡介及報名表格，以供老師參考及安排學年活動。

如有任何查詢，請致電 3928 2994 / 3928 2561或電郵 eao-dilwl@vtc.edu.hk 與學院外事處聯絡。

謹祝

教安！

香港知專設計學院
學院外事處
二零二一年二月八日

HKDI Outreach Activities
外展活動

Member of VTC Group
VTC 機構成員

REPLY SLIP
回條

If you are interested to join the outreach activities, please complete the reply slip below and return to us by e-mail to eao-dilwl@vtc.edu.hk or fax to 3928 2194.

如有興趣，歡迎填妥回條，並電郵至eao-dilwl@vtc.edu.hk或傳真至3928 2194。

Activities
活動

○ Career Talk 升學講座

○ Alumni Sharing Session 校友分享

○ Guided Campus Tour 學院導賞團
(Subject to development of COVID-19)

Taster Programme 導引課程

○ Design Thinking and Communication: Be Inspired by Everyday Life
設計思維與溝通：從日常生活啟發創意

○ Augmented Reality with Facial Recognition and Mapping
擴增實境與面部辨識及貼圖

○ Online Visualization Platform - Interior Design
網上渲染平台 (渲染工作坊) - 室內設計篇

○ Transform Your Everyday Object into an Animation Character
讓你的日常物件化身動畫角色

○ FingerPuppet TV - Finger Workshop - Scene / Props
手指電視台 (動動手工作坊) - 場景篇 / 道具篇

○ Transmedia Workshop – Creating a New Form of Storytelling
超媒體工作坊 ─ 創造你的新敘事形式

○ Little Invention, with Creative Design
小發明 • 大創作

○ I am an Aerial Photographer
我是航拍師

○ Let's Jam: Advertising Poster with Jamboard
廣告橋齊齊度：「廣告海報設計」初體驗

○ Indigo Tie-dye Drawstring Pouch
靛藍紮染束繩小袋

○ Draw Your Sound
繪聲

○ Handmade Leather Coins Bag
型人皮革配飾

○ Let's Jam: My Visual Identity
一起創：我的視覺符號

○ Shoot Your Magazine's Cover and DIY a Stylish Multi-Purpose Pocket Kit
「攝。型」- 專屬個人的雜誌封面 + 時尚功能套裝工作坊

○ Let's Foil: Unwritten Words
一起摺：無需書寫的文字

○ Miniature - Store Front
微型。店外

○ Let's Doodle: Create Story by Daily Objects
一起說故事

○ Crochet With Me
環保墊子

○ Create Games without Programming
無痛創遊

○ Fantasy Curly Hair
夢幻捲髮

○ Creative Media Programme: Conductive Art
創意媒體課程：導電油墨藝品製作

○ DIY Creative Studio
創意手作室

○ DIY Pop-Up Card
DIY立體心意咭

HKDI Outreach Activities
外展活動

REPLY SLIP
回條

If you are interested to join the outreach activities, please complete the reply slip below and return to us by e-mail to eao-dilwl@vtc.edu.hk or fax to 3928 2194.

如有興趣，歡迎填妥回條，並電郵至eao-dilwl@vtc.edu.hk或傳真至3928 2194。

Name of School
學校名稱

_____

Contact Person 聯絡人

_____

Position / Title 職銜

_____

Email 電郵

_____

Mobile 手提電話

_____

No. of Students 學生人數

_____

Level of Study 年級

_____

Time 時間

_____

Date (1st Priority) 首選日期

_____

Date (2nd Priority) 次選日期

Format
參加模式

Physical 面授

◯ HKDI Campus

◯ Secondary School 到校

◯ Online 網上

HKDI Outreach Activities
外展活動

We offer an array of activities to help teachers and students learn more about Hong Kong Design Institute and experience it firsthand.

我們為教師和學生提供不同方式的外展活動，讓他們親身體驗，增進對香港知專設計學院的了解。

Guided Campus Tour

Students can experience the education environment and learn more about the campus through a guided campus tour. Visiting students will be shown the campus facilities, including Learning Resources Centre, workshops at different design departments, showcase display, exhibitions in collaboration with international partners, etc.

Taster Programme

Each design department provides a unique taster programme for students to get a taste of learning at HKDI and learn more about design industry.

Career Talk

In these career talks, HKDI lecturers will share programme information, career prospect in design industries and admission requirements. Using current student projects and industry collaborations, lecturers will share the fun and interesting teaching methods and knowledge exchange programmes.

Alumni Sharing Session

Our outstanding alumni who received academic and industry recognition will host a sharing and Q&A session with secondary school students. Through face-to-face interaction, students will learn about the education environment at HKDI, career prospect and solutions to career planning from experienced graduates close to their age.

學院導賞團

學院導賞團可以讓同學感受到學習環境的氣氛，並詳細了解HKDI。參觀的學生將會遊覽學院設施，包括學習資源中心、不同設計學系的工作室、學生作品，及HKDI與國際設計藝術夥伴合辦的國際展覽等。

導引課程

每個設計學系為學生提供獨一無二的「導引課程」，讓學生體驗HKDI的學習模式，認識不同的設計課程，增進對設計行業的了解。

升學講座

升學講座上，HKDI講師將會介紹設計課程資訊、設計行業就業出路與入學要求。講師亦會透過學生作品和業界合作成果，分享有趣的教學方法及知識交流計劃。

校友分享

獲學界及業界認可的HKDI傑出校友會於「校友分享」活動與師生分享。通過與年齡相若而經驗豐富的畢業生會面交流，協助學生了解HKDI的學習環境、就業出路及制定生涯規劃方案。

Remarks 備註
All onlive activities will be conducted by using Microsoft TEAMS.
所有網上外展活動將以Microsoft TEAMS進行。

HKDI Taster Programme for AY2021

🕐 Duration   👤 Class size

Design Thinking Workshop
設計思維工作坊

Design Thinking and Communication:
Be Inspired by Everyday Life
設計思維與溝通：
從日常生活啟發創意

🕐 60–75 mins   👤 15–30

Format 參加模式:
Online 網上 and Physical 面授

By using design thinking inspiration cards and working as teams, students will explore everyday life to obtain insights for creative communication. "Real-time" research will be conducted to understand users' need and how to convey ideas through storytelling.

透過運用設計思維創意卡，與團隊合作，發掘如何從日常生活中啟發創意，促進溝通傳意。學生會進行「即時」研究以理解用戶所需，並學習如何以敘事形式表達想法。

Remarks: Each student is required to use computer.
備註: 每位學生均需使用電腦。

Department of Architecture, Interior and Product Design
建築、室內及產品設計學系

AIP

Online Visualization Platform
- Interior Design
網上渲染平台 (渲染工作坊)
- 室內設計篇

🕐 60 mins   👤 20–30

Format 參加模式:
Online 網上 and Physical 面授

This workshop will introduce online visualization platform for interior rendering production. Using the small-sized flat of Hong Kong as an example, students will create their own 3D spatial model and visualization work step by step within 1 hour.

工作坊將介紹室內設計網上渲染平台的操作方法，以本港近年常見的小型單位作為例子，引領學生於一小時內逐步建立屬於自己的第一個立體模型及渲染作品。

Remarks: Each student is required to use computer.
備註: 每位學生均需使用電腦。

FingerPuppet TV (Finger Workshop)
- Scene/Props
手指電視台 (動動手工作坊)
– 場景篇 / 道具篇

🕐 60 mins   👤 20–30

Format 參加模式:
Online 網上 and Physical 面授

Through a series of entertaining online workshops featuring a family of finger dolls, simple and interesting explanation will be given to students on the professionalism of scene-setting and props production.

透過手指偶製作成為的一家人將會為學生介紹活動、展覽及表演場境設計高級文憑課程和如何製作表演的場景及道具製作。

Remarks: Each student is required to use computer.
備註: 每位學生均需使用電腦。

Little Invention, with Creative Design
小發明・大創作

🕐 60 mins   👤 20

Format 參加模式:
Online 網上 and Physical 面授

This workshop will give students the opportunity to develop their creativity and problem-solving skills. During the workshop, the students will be a "little inventors" to create an unique digital 3D model.

工作坊讓學生有機會發展他們的創造力和解決問題的能力。透過工作坊，學生可以成為「小小發明家」，從而創作出獨特的數碼3D模型。

Remarks: Each student is required to use computer.
備註: 每位學生均需使用電腦。

Department of Communication Design
傳意設計學系

Let's Jam: Advertising Poster with Jamboard
廣告橋齊齊度：「廣告海報設計」初體驗

🕐 60 mins   👤 15–20

Format 參加模式:
Online 網上
S4 students or above are preferred

To experience advertising poster with free style doodles and collaborative creative ideas for particular brand and its slogans. Students will experience and understand how brands talk and get noticed, and how to come up with creative concepts, words and visuals that sell and engage people.

「廣告海報設計」初體驗 — 以自由風格塗鴉及發揮無盡創意，在協作平台上共創出有趣、動人的廣告海報! 工作坊會以實戰形式讓學生體驗成為廣告達人的所需技能，了解如何以概念、文字和視覺提升廣告宣傳效果，獲得大眾關注，引起消費者共鳴。

Remarks: Each student is required to use computer.
備註: 每位學生均需使用電腦。

Draw Your Sound
繪聲

🕐 45 mins   👤 15–20

Format 參加模式:
Online 網上 and Physical 面授
S4 students or above are preferred

Students will test and play with simple sound recording device (such as smart phone) to listen to and analyse surrounding sound elements and to transform them into a 2D drawing by visualizing the rhythms and the textures of the sound. Students will then integrate two different art forms and media with their body senses, imaginations and expressions.

學生將使用簡單錄音設備 (如智能電話) 收集、聆聽和分析周圍的聲音元素並轉換為2D繪圖，讓他們將身體感官、想像力和表達力發揮得淋漓盡致！

Remarks: Each student is required to use computer and prepare paper, pen and smartphone.
備註: 每位學生均需使用電腦及準備紙、筆及智能電話。

Let's Jam: My Visual Identity
一起創：我的視覺符號

🕐 60 mins   👤 15–20

Format 參加模式:
Online 網上
S4 students or above are preferred

A quick experiment with letterforms and let the students to create visual identities representing themselves and to understand the design elements of visual communication.

一個快閃實驗，讓學生用字母圖形去創作一個屬於自己的視覺符號。此工作坊可以讓學生理解更多視覺傳意原素。

Remarks: Each student is required to use computer.
備註: 每位學生均需使用電腦。

Let's Foil: Unwritten Words
一起摺：無需書寫的文字

🕐 60 mins   👤 15–20

Format 參加模式:
Online 網上
S4 students or above are preferred

How can we enrich the meaning of Chinese characters on paper without writing? This workshop will let the students to play with pieces of paper and learn the theory of visual communication.

中文字除了字面意思外，還可以產生更深刻的印象嗎？學生可以單純用紙張表達中文字的真正意思。此工作坊可以讓參加者認識視覺傳意原素背後的意思。

Remarks: Each student is required to use computer.
備註: 每位學生均需使用電腦。

Let's Doodle: Create Story by Daily Objects
一起説故事

🕐 60 mins 👤 15–20

Format 參加模式:
Online 網上
S4 students or above are preferred

This workshop will let students to create an interesting characters and stories by using a simple daily objects and understand the visual communication skills.

工作坊讓學生身邊的物件串連成自己的故事，並解構視覺傳意溝通技巧。

Remarks: Each student is required to use computer and prepare 5 daily objects (e.g. pen, ruler) and A4 papers.

備註: 每位學生均需使用電腦及準備5件日常物件(如筆、間尺)及數張A4紙。

Department of Digital Media
數碼媒體學系

DDM

Create Games without Programming
無痛創遊

🕐 75–90 mins 👤 15–20

Format 參加模式:
Online 網上 and Physical 面授

Fancy to create your own digital game but restrained by the complexity of computer coding? In this workshop, students can easily create their own games by using a wide range of available web browsers and simple configurations.

想創作自己的數碼遊戲但受礙於繁複的電腦程式編寫？工作坊可助學生於一小時內，透過簡易網上平台及操作模式，製作及發表人生首個遊戲作品!

Remarks: Each student is required to use computer.
備註: 每位學生均需使用電腦。

Creative Media Programme: Conductive Art
創意媒體課程：導電油墨藝品製作

🕐 90 mins 👤 20

Format 參加模式:
Physical 面授

This workshop will introduce the latest trend and application in the area of interactive technologies. Following the tutor's instruction, students will be guided to create a touch-enabled interactive design work with the use of conductive ink pen, from which they will have a deeper knowledge about the integration of science and technology with arts as well as gain inspiration for creation.

工作坊將會介紹互動科技的最新發展及應用。導師會引領學生利用導電油墨筆及卡紙，製作觸感互動作品，從中了解科技應用與藝術的關係，並激發創意靈感。

Remarks: School should provide standard classroom setting with projector.
備註: 學校需提供標準課室設備及投影機。

Augmented Reality with Facial Recognition and Mapping
擴增實境與面部辨識及貼圖

🕐 75–90 mins 👤 20

Format 參加模式:
Physical 面授

This workshop will introduce the latest trend and application in the area of Augmented Reality and Virtual Reality, following with the basic techniques and hands-on practical exercise on Face-Retouching, Facial Recognition and Augmented Reality with Facial Mapping. The experience recorded in video will be available for sharing in the social media platform.

工作坊將介紹擴增實境及虛擬實境的最新發展及應用。學生能夠即時體驗創新的融合技術，並配合臉部辨識、貼圖及擴增實境，製作成錄影片段並分享至社交媒體平台。

Remakrs: Each student is required to use Macbook with webcam.
備註: 每位學生均需使用Macbook及鏡頭。

Transform Your Everyday Object into an Animation Character
讓你的日常物件化身動畫角色

🕐 75–90 mins 👤 20

Format 參加模式:
Physical 面授

Photogrammetry is a 3D scanning method where input is a collection of photographs and output is a 3D digital model. It has now been largely applied in the process of animation character making. This workshop will lead students to produce and animate the scanned 3D digital model with the Photogrammetry techniques and associated software.

作為一種三維掃描的方法，攝影測量技術已廣泛用於動畫角色的製作過程，從不同角度捕捉的同一被攝物的相片，經電腦計算後將輸出成三維數碼模型。工作坊將會教授學生透過上述技術，製作三維數碼模型，並透過動畫軟件，將模型變成動態的動畫角色。

Remarks: School should provide standard classroom setting and projector with video and audio input.
備註: 學校需提供標準課室設備並有可輸入影片及聲音的投影機。

Transmedia Workshop – Creating a New Form of Storytelling
超媒體工作坊 ― 創造你的新敘事形式

🕐 75 mins 👤 25–30

Format 參加模式:
HKDI campus

Transmedia is a brand new technique of narrative, which allows a storyteller to unfold a story across different mediums (e.g. TV, Game, Social Media, etc) and create a multidimensional content. This workshop will introduce a live film project created by HKDI teaching team, from which students will learn how Transmedia storytelling techniques effectively extend the story world to diverse media platforms.

超媒體是一種嶄新的講故事技巧，透過橫跨不同媒介 (例如電視、遊戲、社交媒體等)，建立多向度的故事世界。工作坊將會以一個本校教學團隊參與的電影案例，分享超媒體敘事技巧如何有效伸延故事世界至不同媒體平台。

I am an Aerial Photographer
我是航拍師

🕐 75–90 mins 👤 20

Format 參加模式:
Physical 面授

Students will learn the workflow of conducting an aerial shooting from this taster programme.
工作坊將會讓學生了解航拍的工作流程。

Remarks: School should provide a room of 4-metre height cover area/ outdoor area. Demonstration with limited numbers of trials.
備註: 學校需提供4米高的有蓋或户外場地。

Department of Fashion and Image Design
時裝及形象設計學系

Indigo Tie-dye Drawstring Pouch
靛藍紮染束繩小袋

🕐 75-90 mins   👤 20-25

Format 參加模式:
Online 網上 and Physical 面授

Indigo dye is one of the oldest dyes used for coloring fabrics. The dyeing characteristics of indigo make it great choice for Shibori and Tie dye techniques. Tie dye is a form of resist dyeing, and patterns are created by binding the fabric to prevent colour penetration. It can be done by tying, folding, knotting or stitching. This workshop will teach students how to make their own Drawstring Pouch by using the Tie dye techniques.

藍染是一種傳統的染布工序，通常會配合不同的染色技巧，例如絞纈和紮染。紮染屬於防染技術的一種，因捆綁布料阻擋染料滲透，而形成花紋圖案。布料可被捆綁、摺疊、打結或局部縫合等。工作坊將會教授學生紮染技巧，製作出獨一無二的束繩小袋。

Remarks: Each student is required to use computer and prepare ruler, scissors, container and water. Materials will be mailed before the event date.
備註: 每位學生均需使用電腦及準備間尺、剪刀、容器及水。物料將於活動前以郵寄方式送達。

Handmade Leather Coins Bag
型人皮革配飾

🕐 75-90 mins   👤 20–25

Format 參加模式:
Online 網上 and Physical 面授

Leather coin purse is inspired by origami. This workshop will teach students how to make their own Leather coin purse with snap buttons closure by using a single piece of leather .

皮革錢包的靈感來自於日本的傳統摺紙藝術。工作坊將會教授學生如何運用單一片皮革摺疊製成一個配有金屬扣的皮革錢包。

Remarks: Each student is required to prepare ruler, pen, scissors and lighter. Materials will be mailed before the event date.
備註: 每位學生均需準備間尺、筆、剪刀及火機。物料將於活動前以郵寄方式送達。

Shoot Your Magazine's Cover and DIY a Stylish Multi-Purpose Pocket Kit
「攝。型」- 專屬個人的雜誌封面 + 時尚功能套裝工作坊

🕐 90 mins   👤 20–25

Format 參加模式:
Online 網上 and Physical 面授

This workshop will demonstrate ways of creating different image styles, applying a range of photographic techniques and effects, to present fashion image on magazine cover in a professional way. In this workshop, students will have a taste of image design and learn how to make their own magazine cover and DIY a stylish multi-purpose pocket kit. They can then upload their work onto Instagram. Outstanding works may be chosen for exhibition in future.

工作坊將示範如何打造不同時尚造型，配合不同拍攝技巧，透過時裝雜誌封面編輯，呈現專業時尚造型設計。學生可一嘗形象設計及製作自家雜誌封面，並設計獨一無二的時尚功能套裝，上傳至 Instagram，優秀作品將有機會在展覽活動中展出。

Remarks: Each student is required to use computer, AI/ PS application and IG account for posting. Materials will be mailed before the event date.
備註: 每位學生均需使用電腦、AI/ PS 應用程式及IG帳戶。物料將於活動前以郵寄方式送達。

Miniature - Store Front
微型。店外

🕐 90 mins 👤 20-25

Format 參加模式:
Online 網上 and Physical 面授

This workshop will give students a taste of visual merchandising and brand promotion. Students will learn how to use paper or thin card to make mini-dolls, costumes and window display space, and decoration props to make an interesting and collectible fashion art piece.

微型時裝櫥窗設計工作坊 — 學生將學習視覺營銷及品牌推廣技巧，運用紙或薄卡製作人偶、衣服及時裝櫥窗空間，配合適當陳列裝飾以完成一件有趣、又可作收藏的時尚飾品。

Remarks: Each student is required to prepare metal ruler, cutter, scissor and cutting mat. Materials will be mailed before the event date.
備註: 每位學生均需準備金屬間尺、界刀、剪刀及界紙墊。物料將於活動前以郵寄方式送達。

Crochet With Me
環保墊子

🕐 90 mins 👤 20–25

Format 參加模式:
Online 網上 and Physical 面授

Crochet is a marvellous way to create an art piece by simply one thread and crochet needle. In this workshop, students will be guided to restructure the old clothes into cloth yarn and then apply such environmental friendly material to create a crochet.

鉤針編織透過一支鉤針將一條線編織成一片織物，簡單的工具配合千變萬化的編織方法進行創作。工作坊將會教授學生環保的概念，透過重組舊衣所製成的布線條，編織出一個全新的環保墊子。

Remarks: Each student is required to use computer. Materials will be mailed before the event date.
備註: 每位學生均需使用電腦。物料將於活動前以郵寄方式送達。

Fantasy Curly Hair
夢幻捲髮

🕐 90 mins 👤 30

Format 參加模式:
Online 網上 and Physical 面授

This workshop encourages students to use creativity and make good use of different daily items to create unique curly hair effects.

工作坊鼓勵學生發揮創意，運用日常生活用品，創作獨特的鬢髮效果。

Remarks: Each student is required to use hair blower. Materials will be mailed before the event date.
備註: 每位學生均需使用風筒。物料將於活動前以郵寄方式送達。

Diploma of Vocational Education
職專文憑

DIY Creative Studio
創意手作室

🕐 60 mins 👤 20-30

Format 參加模式:
Online 網上 and Physical 面授

This workshop will teach students how to make their own DIY aluminum wire jewellery with 12 styles and methods.

工作坊將會教授學生十二款不同的方法製作繞鋁線飾物。

Remarks: Each student is required to use computer and prepare scissor, marker and pencil. Materials will be mailed before the event date.

備註: 每位學生均需使用電腦，以及準備剪刀、白板筆及鉛筆。物料將於活動前以郵寄方式送達。

DIY Pop-Up Card
DIY立體心意咭

🕐 40 mins 👤 20-30

Format 參加模式:
Online 網上

This workshop will teach students to make a pop-up card in simple steps.

工作坊將會教授學生如何用輕鬆簡單的方式來製作與眾不同的立體心意咭。

Remarks: Each student is required to prepare 5 pieces of cardstock, scissors, glue stick and markers.

備註: 每位學生均需準備5張卡紙、剪刀、漿糊筆及彩色筆。

Points to Note on the "Business-School Partnership Programme" (BSPP)

1. The purpose of this Programme is to, through providing career exploration opportunities for students, allow them to learn more about the working world with a view to help formulating their own career planning. In this respect, activities launched under the Programme are solely educational in nature, they would by no means help nor allow whichever organisations to promote their service or products. The business partners, as well as their supporting bodies arranging the activities, have already been reminded that in the course of the activity, any forms of product selling or promotion are unacceptable.

2. Students should solicit parental consent and school approval before applying for an activity.

3. No charges are normally imposed on the activities. Further, if it is the intent of the participating organisations to offer any materialistic reward (e.g. gifts or scholarship) to participants as an incentive, it must not be related to any form of product selling/promotion or regarded as/expected to be a remuneration for participation in the activities; whether accepting the reward or not should be up to the discretion of the participants, the Education Bureau (EDB) has no special views on this.

4. The personal data collected under an activity is restricted to arrangements on the activity concerned. Organisations arranging an activity must abide to the regulations and requirements relevant to protection on personal data and privacy.

5. The email address and mobile phone number provided by the organising bodies, the teachers-in-charge, the participating students and/or their parents **are restricted to the arrangement in connection with the activities concerned** and will be forwarded to the organisers/teachers-in-charge to facilitate easy communication. The arrangement shall assume to be agreed by parties concerned once the email address/mobile phone number is submitted by them.

6. Any opinions, research results, conclusions or suggestions expressed by the staff or guests of the organising bodies and their co-organisers in the course of the activities, publications, websites and whatever media are by no means representing the standpoint of the EDB.

7. EDB/organiser(s) may arrange photo shooting and/or video recording of the BSPP activities. The EDB reserves the right to use all the material, including pictures, videos, text, event photos, posters, image or audio of an activity that students are taking part in form of, including but not limited to, publication, webpage or promotion material for the promotion of the BSPP.

8. Evaluation on the Effectiveness of an Activity:
   Each school has to submit an evaluation form (if it is a student activity, the teacher should consolidate all the students' opinion), at least one review (around 100 words in Chinese or English) and some activity photos (if any). Hyper-link of the online evaluation form is to be sent to responsible teachers together with the approval e-mail. A reminder email will be delivered to respective schools one week after completion of an activity if it has not yet found to be submitted. It is appreciated that the evaluation form be submitted on time so that the EDB and organiser(s) know about the

effectiveness of the activities and could continuously improve the quality of the activities held.

9. Special Arrangement on Inclement Weather
   a) Applicable to teacher activities
      (i) if tropical cyclone warning signal no.8 or above or black rainstorm signal is issued after 6:30 a.m., the activity in the morning will be cancelled. Rearrangement will be made in due course if the organiser considers postponing the activity to another day.
      (ii) if tropical cyclone warning signal no.8 is lowered or black rainstorm signal is ceased before 11:30a.m., the activity will be conducted as usual. If not, the activity on that day will be cancelled. Rearrangement will be made in due course if the organiser considers postponing the activity to another day.

   b) Applicable to Student Activities
      (i) Before the activity starts:
         the activity will be cancelled in case suspension of classes has been announced by the EDB. Rearrangement will be made in due course if the organiser considers postponing the activity to another day.
      (ii) In the course of the activity:
         • if tropical cyclone warning signal no.8 or above is issued in the course of an activity, all participating students should be arranged by the staff to leave in a safe manner;
         • if red or black rainstorm signal is issued in the course of an activity, the activity should carry on as usual to the end, and students may return home only if it is ensured that the conditions are safe.