**Part A. Information of the Unit Offering the Programme/ Activity**

|  |  |
| --- | --- |
| Faculty/College/School/Department/Office/Centre: | |
| Relationship between the Unit and the University/Institution, e.g. affiliated to the university, an individual organisation, etc.: | |
| Name of Contact Person: | |
| Post Title: | |
| Phone: | Email: |

**Part B. Information of the Programme/ Activity**

|  |  |  |
| --- | --- | --- |
| Title of the Programme/ Activity: | English |  |
| Chinese |  |
| Description of the Programme/ Activity: | English  (Max. 300 words) | *(Please provide document attachment.)* |
| Chinese  (Max. 200 words) | *(Please provide document attachment.)* |
| Schedule of the Programme/ Activity: | *(Please refer to examples in the Annex for information to be provided.)* | |
| Target Participants: | Primary / Secondary\* Students  \* Delete where appropriate | |
| Website of the Programme/ Activity: |  | |
| Co-organisers/ Supporting organisations: |  | |
| Other Useful Information: | *(e.g. details on briefing registration, eligibility, fee, etc.)* | |
| Relevant Attachments: | *(e.g. promotional materials (such as posters), invitation letter, programme details, application guidelines/ form, detailed schedule, etc.)* | |
| Enquiry: | *(Please specify Unit, Name, and Contact Information where appropriate.)* | |

***Note:***

* *You may copy the above table for additional programmes/activities.*
* *If there is insufficient filling space, you can provide document attachments.*

**Annex**

*Example 1: A one-day training course.*

* Registration Period:
* Training Schedule (Date/Time):
* Venue:

*Example 2: A competition with training workshops that last for a longer period of time.*

* Date of Launching Ceremony:
* Enrolment Period:
* Workshop Schedule & Venue:
* Date of First-round Competition:
* Date of Final Competition:
* Date of Award Ceremony: