

How To Enter

Step 1

- You should be a full time student.
- Only full-time students of post-secondary institutes may enter the festival on their own as an individual competitor, otherwise you should enter through our member (School Member or Associate Member).
- You should get all the relevant information from our member or from the Association website. We shall not inform the competitors individually.

Step 2

- Read the “Rules and Regulations” carefully. Submission of an entry implies agreement by the members / competitors to be abided by these rules and regulations.
- Choose a class from the syllabus. Please be aware of the age, educational level or the gender requirements. Competitors taking part in more than one class (including Chinese Speech and English Speech) should bear the risk of giving up other competition(s) when there are clashes in classes.
- You should purchase the books as required before entering the Festival. Please allow enough time for ordering the required materials.
- Get Festival entry forms from our member. (You should get all the relevant information from our member such as this “Guide”, otherwise, you can get the relevant documents from the Association web site.)
- Post-secondary students can come to the Association office and collect the entry forms in person with their student ID cards.

Step 3

- Fill in the entry form.

Step 4

- Submit the entry form and pay the entry fees to our member. Our member should collect all entry fees and entry forms.

Step 5

- Before the Festival starts, our member should return the entry form receipt to you. You should keep it safely.

- Please check the details on the entry form receipt to see whether you have entered a correct class. If there is any request for changes, please refer to the “Alteration Form” on the Association web site and have it submitted to the Association before the deadline. **Only certain changes will be accepted.** Please read the notes on the alteration form.

Step 6

- If you have entered an own choice class, please fill in the Own Choice Form (OC Form) and submit it to the Association before the deadline.

Festival	Timetable
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Step 7

- The Festival Timetable will be announced on 30 October 2007 in the Association web site. Please ask your responsible member (or check by yourself) for your competition details from the festival timetable. If there is a time clash or any misspelling of your names, please fill in the “alteration form” and submit it before the deadline. The Association will not accept any request for changes after the alteration deadline. **Only certain changes will be accepted.** Again, please read Reminder on the alteration form.
- Festival Timetable (Revised Version) will be announced on 12 November 2007 in the Association web site.

The	Competition
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Step 8

- Each competitor should bring the entry form receipt, HKID card / birth certificate and student card / handbook for verification, and report to the competition assistants 15 minutes before the time specified in the Festival Timetable.
- Usually there will be three sessions, a.m. (morning), p.m. (afternoon) and evening sessions set for each day. Competitors should pay attention to the wording “Competition time for the following competitors is...”, and arrive to the venue 15 minutes before. For example, competitors No. 1 to 30 should arrive at 9:15am, and competitors after No. 31 should arrive at 10:30am. See the following diagram:

Mon, 19 Nov 2007, am session
Recital Hall, City Hall
(U29 Group 1)

U29 Solo Verse Speaking, Non-Open, Primary 5, Girls

Sounds Like Magic by Celia Warren

U29 Group 1

Competition time for the following competitors is 9:30am -

1. Chan Lai Man	2. Lee Ka Wing
3. Lam Wing Kuen	4. Mo Cheung Tin
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.	.
29. Chan Sing Sing	30. Lee Moon Moon

Competition time for the following competitors is 10:45am -

31. Lok Ka Ka	32. Tang Wing Wing
33. Ho Yan Yan	34. Tai Man Man

Step 9

- Competitors who fail to show up when the adjudicator assistant calls their names according to the name list (no matter being earlier or later than scheduled) will be considered as “not in assigned order”, and they can only get comments with no marks and no certificates.
- Once the competition starts, the adjudicator / competition assistant has the right to refuse any audience (including competitors) from entering the venue. If a competitor is late, he / she may miss some important announcements or may risk performing “not in assigned order”.

Step 10

- In case of bad weather, the arrangement will be as follows:

For all competitors:

1. The morning session will be cancelled if Typhoon signal No. 8 or above is hoisted or Black rainstorm warning signal is issued at 7am;
2. The afternoon session will be cancelled if Typhoon signal No. 8 or above is hoisted or Black rainstorm warning signal is issued at 12nn;
3. The evening session will be cancelled if Typhoon signal No. 8 or above is hoisted or Black rainstorm warning signal is issued at 4pm.

For primary and kindergarten students:

1. The morning session will be cancelled if Typhoon signal No. 8 or above is hoisted or Red rainstorm warning signal is issued at 7am;
2. The afternoon session will be cancelled if Typhoon signal No. 8 or above is hoisted or Red rainstorm warning signal is issued at 12nn;
3. The evening session will be cancelled if Typhoon signal No. 8 or above is hoisted or Red

rainstorm warning signal is issued at 4pm.

- For kindergarten students, they can decide whether going to the competitions or not if Typhoon signal No.3 is hoisted or Yellow rainstorm warning signal is issued. The competitions will not postpone nor being refund.
- In the case of class suspension being instructed by the Education Bureau, all Festival competitions or activities will be cancelled until further notice, but entry fees will not be refunded.

After	The	Competition
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Step 11

- The adjudicator assistants will distribute the mark sheets to all competitors immediately after the competition. Competitors can stay or send a representative to get the mark sheets. Competitors will bear the risk of losing the mark sheets if they fail to collect them immediately at the venue. Otherwise, members should on behalf of the competitors collect the mark sheets within 10 working days after the Festival. All unclaimed mark sheets will be destroyed before the commencement of the next Speech Festival.
- Certificates should be collected by members only. Members are responsible for distributing the certificates to their students. Competitors from post-secondary institutes should bring the original mark sheets to the Association office for the certificates. Certificates can be collected between March and May of each year. (The exact dates/schedules will be released through members' circular and on the Association web site.) Request for issuance or re-issuance of certificates after the aforesaid period will be subject to a handling charge.