

To : Marketing Division, Intellectual Property Department  
Fax : 2155 2310

REF: SVPS

### Reply Slip for School Talk (Primary/Secondary School)

Please fill in the particulars below and return this reply slip to us **at least three weeks before the intended date of the talk** by fax at 2155 2310 or by email at [school@ipd.gov.hk](mailto:school@ipd.gov.hk).

#### A. School Particulars

1. Primary School / Secondary School\*
2. School name: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Teacher-in-charge: \_\_\_\_\_
5. Tel. no.: (School) \_\_\_\_\_ (Mobile) \_\_\_\_\_
6. Fax no.: \_\_\_\_\_ 7. Email address: \_\_\_\_\_

#### B. Talk Arrangements

1. Date of the talk (Please suggest two options within our office hours):  
(Our office hours: Monday to Friday, 9:00 a.m. – 5:45 p.m. (excluding public holidays))  
  
*1st option*  
Date: \_\_\_\_\_ Time (within 45 min): \_\_\_\_\_ to \_\_\_\_\_  
  
*2nd option*  
Date: \_\_\_\_\_ Time (within 45 min): \_\_\_\_\_ to \_\_\_\_\_
2. Level(s) of students: \_\_\_\_\_ Est. no. of students: \_\_\_\_\_
3. Language\*: English / Chinese
4. The school has to provide the AV equipment below:
  - (i) Computer with PowerPoint 2000 or a newer version installed,
  - (ii) Projector(s),
  - (iii) Projection screen(s) &
  - (iv) 2 Microphones (wired / wireless).
5. The school has to arrange for collection of souvenirs from us beforehand and distribute them to participating students after the talk. Our staff will contact you to provide further details for the collection.