

To : Marketing Division, Intellectual Property Department

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 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 holiday  
  
*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).

\*Please delete as appropriate