

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 .

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).

*Please delete as appropriate