

How To Enter

Step 1

- You must be Hong Kong residents who are aged between 5 and 23 and currently studying full-time in primary, secondary and special school, or post-secondary institutes in Hong Kong.
- Only full-time students of post-secondary institutes may enter the festival on their own as an individual competitor, otherwise you must enter through our member (School Member or Associate Member).
- You should get all the relevant information relating to the competition from our member or from the Association website. The Association will not approach individual competitors.

Step 2

- Read the “Rules and Regulations” carefully. Submission of an entry implies the agreement of the members / competitors to abide by these rules and regulations.
- Choose a class from the syllabus. Please be aware of the age, educational level (primary 1 to secondary 7) or the gender stipulated in the current Syllabus. Competitors who enter more than one class (including Chinese Speech and English Speech) should bear a risk of time clash. This may result in their own decision to give up one competition or the other in this Festival.
- You should acquire the speech texts before entering the Festival. Please allow enough time for ordering the required materials.
- If there is an own choice piece, make sure the piece is not selected from the list of pieces set in the current Syllabus.
- Get the Festival entry forms from our member. Festival entry forms must be downloaded with the membership number and password, therefore, you are not able to download by yourselves. (You can get the other relevant documents such as this “Guide”, “Own Choice Form (OC form)”, etc from the Association web site.)
- Post-secondary students must come to the Association office and collect the entry forms in person with their student ID cards.

Step 3

- Ask for your member’s help on filling 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.

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 28 October 2008 in the Association web site. Please ask your responsible member (or check by yourself with your reference number printed on the Entry Form Receipt) for your competition details from the festival timetable. Compare to the details on the Entry Form Receipt. If there is any problem, please download the “Alteration Form” on the Association web site and have it submitted before the deadline specified. You can submit the Alteration Form by yourself, however, you must get the school chop (for School Members) or member’s signature (for Associate Members) and/or other relevant documents before you can submit the form. The Association will not accept any request for changes after the alteration deadline. **Only certain changes will be accepted.** Please read the notes on the alteration form or refer to the Rules and Regulations - Annex 2.
- Festival Timetable (Revised Version) will be announced on 10 November 2008 in the Association web site.

The	Competition
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Step 8

- Each competitor should bring the Entry Form Receipt, the original or photocopy of their Hong Kong ID card / birth certificate and the 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, referring to the following diagram, competitors No. 1 to 30 should arrive at 9:15am, and competitors after No. 31 should arrive at 10:30am.

Mon, 17 Nov 2008, 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

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 published order will be considered as “not in assigned order”, and they can only receive the comments from the adjudicator(s), and will be awarded 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 the case of class suspension ordered by the Government of HKSAR, some subsequent arrangements on the Speech Festival competitions/activities will be made. Arrangement updates will be posted on the Association web site. No make-up sessions of competitions thus cancelled will be held. Nor will the entry fees of the cancelled competitions be refunded. Please also refer to the Rules and Regulations Annex 3 for arrangements resulting from school suspension.

After	The	Competition
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Step 11

- The competition assistants will distribute the mark sheets to all competitors at the end of 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 collect the mark sheets for your students after 5 January

2009. 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 their certificates within May 2009. Request for issuance or re-issuance of certificates after the aforesaid period will be subject to a handling charge.