

Important Notes for International Conference on Computational Thinking Education 2017

Section I: General Notes Applicable to All Participants

1) Bad Weather Arrangement

- a. When Tropical Cyclone Signal No.3 is in force during the opening hours, the Conference remains open.
- b. When **Tropical Cyclone Signal No.8 (or above)** or the **Red/Black Rainstorm Signal** is in force **prior to** **Opening Hours** of a Conference Day, the following arrangements shall apply:
 - i) If a Pre-No. 8 Special Announcement, Typhoon Signal **No.8** (or above) or **Red/Black** Rainstorm Warning Signal is in force by **5:30am** on a Conference Day, morning session (9:00a.m.-12:30p.m.) of that Conference Day will be canceled.
 - ii) If Typhoon Cyclone Signal **No. 8** or **Red/Black** Rainstorm Warning Signal is lowered **before 11:00a.m.**, all activities in the afternoon session (2:00p.m.-5:00p.m.) of that Conference Day will be resumed as scheduled in the programme.
 - iii) All events on a Conference day will be canceled if the Typhoon Signal **No.8** (or above) or **Red/ Black** Rainstorm Warning Signal is still on hoisted **by 11:00a.m.**
- c. When Tropical Cyclone Signal **No.8** (or above) or **Red/Black** Rainstorm Warning Signal is in force **during** **Opening Hours** of a Conference Day, the following arrangements shall apply:
 - i) If a Pre-No. 8 Special Announcement is issued during opening hours, the Conference will be closed. Participants will be requested to leave the Conference venue gradually.
 - ii) If **Red/Black** Rainstorm Warning Signal is announced during opening hours, the Conference will remain open. Students will be requested to stay in the venue for their own safety.
 - iii) The Organiser will make announcement at the venue to inform all participants of the arrangement.

2) Emergency Procedures

- a. Fire and Evacuation Emergency
 - i) If you detect fire or smoke, please activate the nearest fire alarm if possible and safe to do so. You have to leave the area of a fire immediately or even leave the

Hong Kong Convention and Exhibition Centre (HKCEC), if necessary, by the nearest exit (emergency exists marked in green) and avoid using lifts.

- ii) If you hear a fire alarm or a fire alarm evacuation announcement/ instructions, please remain calm and alert. You should be attention to and follow announcements over the public address system or instructions by HKCEC staff and/ or fire/ police officials. Leave the HKCEC by the nearest exit (emergency exists marked in green) and avoid using lifts.
- iii) If you encounter smoke in the stairway, please use alternate exits where available.
- iv) Please close the fire doors behind you.
- v) Do not attempt to remove vehicles from parking garage or loading docks.
- vi) Once outside the HKCEC, stay clear of the HKCEC and Convention Plaza complex (please see the Appendix I) and do not return until conditions are declared safe to do so by HKCEC management or fire/ police officials.

b. Medical Emergency

- i) Dial emergency number for Security Control Room “33” from the closest house phone or call **2582 7162 (24 hours)**.
- ii) Provide the exact location and detailed information when possible of the situation concerning injuries and the cause of any injuries.
- iii) Please remain in contact with HKCEC staff until emergency personnel have arrived.

3) Barrier-free Access

- a. HKCEC offers a full range of amenities to assist those with disabilities. Spacious guest lifts readily accommodate wheelchairs, and all entrances are ramped.
- b. A guest lift is located next to the entrance of Harbour Road Entrance. It can be accessed to the Convention Foyer (1/F) (please see the Appendix II).

4) Personal Belongings

- a. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof.
- b. The Participants are solely responsible for the safety and security of all their property or goods stored in the showcases, cabinets or storage facilities at all times.

Section II: Special Notes to Booth Exhibitors¹ and Poster Displayers²

1) Arrivals and Booth set-up

- a. Set-up of booth exhibition and poster display sessions can be started from 6p.m. on 12 July 2017 (one day before the Conference's opening). The Conference venue will be open on 8a.m. each day for booth and poster display set-up, but all set-ups shall be finished by 9:30a.m. on each Conference Day.
- b. Access to the Convention Hall - Booth exhibitors and poster displayers can use the lift to access to the Convention Foyer (1/F), if necessary, for the delivery of materials and exhibited products. The lift is located next to the entrance of Harbour Road Entrance (please see the Appendix II).

2) Manning the Booths/Poster Area

- a. Due to safety reason, at least one teacher need to stay at the booth/poster area throughout the booth exhibition/poster presentation period to take care of their students and the displayed products of their schools.
- b. Booth exhibitors and poster displayers should keep their booths/poster area in an orderly manner.
- c. Packing boxes should be kept in the appropriate storage area.
- d. Exhibits/Posters should be displayed in a professional manner compatible with the image of the Conference.
- e. Exhibits should not be vacated before the official move-out time on the planned exhibition day unless special permission has been given by the Organiser.
- f. All activities must be contained within the area described in your Booth Application Form for Exhibit Space.
- g. No selling or promoting will be allowed in the aisles or other public areas.
- h. Visitors viewing video monitors must be in your exhibit space and not crowded in the aisles.
- i. Loudspeakers and carnival tactics will not be allowed. Please be a considerate neighbour.

¹ Booth exhibitors include all CoolThink teachers and students, and commercial parties who are in-charge of booths at the Convention Foyer, HKCEC

² Poster displayers include all teachers and students arranged by AiTLE and HKACE to display posters at Hall A of Convention Hall, HKCEC. Academic poster paper presenters are informed separately about the poster set-up details.

3) Personal Belongings, Cleaning and Garbage Disposal

- a. Booth exhibitors and poster displayers should take sensible steps to protect their property. Do not leave personal belongings in drawers, cupboards or on open exhibits on your booth. Do not leave any valuables at your booth overnight. Please remove such items at the end of each Exhibition day and immediately upon exhibition closing.
- b. Booth exhibitors and poster displayers who bring in shelving and booth fittings must not be left behind at the close of the Conference. Please dismantle all booth fixtures built or brought in and remove all waste materials from the venue at the end of the Conference. Failure to comply will result in a charge for the labour and truck required to dispose of the materials.
- c. Booth exhibitors and poster displayers must ensure that no obstacles including fixtures such as steps are built and block the path to the emergency exit and make sure that both the way in and out of the emergency exits are clear.