

# The Education University of Hong Kong

## Estates Office

Ref No : \_\_\_\_\_

(For office use only)

### **Notification of Campus Access for Visitors/External Participants** (Applicable to the Visit/ Activities/ Events Involving External Visitors Only)

#### Contact Particulars

Requesting Unit/Office: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Contact Staff: \_\_\_\_\_ Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Information

1. Title of Visit/ Activity<sup>1</sup> / Event<sup>1</sup>:  
or Purpose of Visit: \_\_\_\_\_
2. Date: \_\_\_\_\_
3. Time: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_
4. Venue: \_\_\_\_\_
5. Number of Visitors/ External Participants: \_\_\_\_\_ (People)
6. Invitation of Media: \_\_\_\_\_  
YES\* / NO (Please circle the appropriate option)

\*(Please inform Communications Office [co@eduhk.hk] in advance)

(Please fill in the suitable column below and obtain the corresponding authority's approval)

<p>Nos. of Visitors/External Participants: <b>Less than 3</b></p> <p>(return the form with the list<sup>2</sup> at least <b>3 working days</b> before the activity/event)</p>	<p>Nos. of Visitors/External Participants: <b>3 to 50</b></p> <p>(return the form with the list<sup>2</sup> at least <b>5 working days</b> before the activity/event)</p>	<p>Nos. of Visitors/External Participants: <b>More than 50</b></p> <p><b>Before returning the form with the list to EO</b> <b>Please confirm the following with a "✓"</b></p> <p>(return the form with the list<sup>2</sup> at least <b>7 working days</b> before the activity/event)</p>
<p>Name of Staff: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Name of HoD/ Dean: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Name of HoD/ Dean: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>*****</p> <p><input type="checkbox"/> <b>We have copied this application to our respective Line Vice President / President for information</b> (Please confirm and "✓" the box above )</p> <p>*****</p> <p>Final Review by VP (ADM) (via EO)</p> <p>Signature: _____</p> <p>Date: _____</p>
<p><i>Note <sup>1</sup> the hosting department shall ensure that the invited visitors/external participants will not be engaged in commercial, political, profit-related, promotional and/or personal activity without permission.</i></p> <p><i>Note <sup>2</sup> the completed form together with the name list <u>should be returned to EO via email at wmeo@eduhk.hk.</u></i></p>		

7. Remarks: \_\_\_\_\_