

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/ Activity¹ / Event¹:
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)

Nos. of Visitors/External Participants: Less than 3 (return the form with the list ² at least 3 working days before the activity/event)	Nos. of Visitors/External Participants: 3 to 50 (return the form with the list ² at least 5 working days before the activity/event)	Nos. of Visitors/External Participants: More than 50 (return the form with the list ² at least 7 working days before the activity/event)
Name of Staff: _____ Signature: _____ Date: _____	Name of HoD/ Dean: _____ Signature: _____ Date: _____	Name of HoD/ Dean: _____ Signature: _____ Date: _____ *****
<p><i>Note ¹ 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 ² the completed form together with the name list <u>should be returned to EO via email at wmeo@eduhk.hk.</u></i></p>		<p>Endorsement from Respective Line Vice President / President</p> <p>VP(AC) / VP(RD) / VP(ADM) / P</p> <p>Signature: _____</p> <p>Date: _____ *****</p> <p>Final Review by VP (ADM) (via EO)</p> <p>Signature: _____</p> <p>Date: _____</p>

7. Remarks: _____