

## FAQs

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### About the Forum

#### **When and where is the International Postgraduate Roundtable and Research Forum cum Summer School (IPRRFSS) in Education, Social Sciences, Liberal Arts and Humanities 2018?**

The IPRRFSS 2018 will be held from 3 to 6 July at The Education University of Hong Kong (EdUHK).

#### **Who organises the Forum?**

The IPRRFSS 2018 is organised by cross-institutions postgraduates in collaboration with the Graduate School of EdUHK.

#### **Who attends the Forum?**

We welcome all postgraduate students from disciplines in Education, Social Sciences, Liberal Arts and Humanities to take part in the IPRRFSS 2018. The Forum will include sessions for delegates of all levels of experience in academic research and writing, from seasoned pros to those new to the sector.

#### **What is the Forum for?**

The IPRRFSS 2018 aims to:

- provide a platform for postgraduate students to present, interact and exchange ideas, research findings and difficulties encountered with other students in themed panels;
- receive expert feedback on their research by international scholars and those from the participating institutions; and
- enhance further research skills and abilities in academic writing.

#### **What socialising opportunities are there at the Forum?**

The Forum provides the delegates with many opportunities to mix and mingle. With the programme of the Forum, delegates can discuss the day's events and make plans for the rest of the Forum. The workshops, speeches and panel presentations, coupled with refreshment breaks and lunches, offer our delegates ample opportunities to make and maintain connections.

## Attending the Forum

### How do I register?

Please register at [www.conftool.net/iprrfss2018](http://www.conftool.net/iprrfss2018).

Forum registration opens on 5 March 2018.

Once you have submitted the registration form, a confirmation email will be sent to you.

### Are there any requirements for registration?

Registration for the Forum is open to all postgraduate students who are interested in education, social sciences, liberal arts and humanities.

### Are there any requirements for oral presentation?

Yes. Please note the followings:

- Delegates will have 10 minutes for the presentation, followed by 5-minute discussion (also commonly called Q&A session)
- Please bring your presentation materials (e.g. PowerPoint file) to the seminar room 10-15 minutes before your session starts (for copying the file to the computer in the room)

### Will an existing paper/essay qualify?

Yes, it will. We want your best paper, your best essay. We want you to take that A+ material and turn it into your first experience presenting at a professional forum.

### Is there any format requirements for Abstract submission?

The Abstract and Presentation Requirements can be found in the Submission Page at the Forum website.

### How to apply for serving as a Student Panel Chair?

The Student Panel Chair serves as a moderator of the presentation sessions and is responsible for:

- Greeting the presenters, their advisor(s) and/or any audience;
- Handling any enquiries;
- Operating the recording equipment;

- Reading the panel script;
- Inviting the Panel Chair to present certificates of presentation to presenters;
- Working with alleged complainants and/or Advocates in situations where there is an alleged violation of the sexual misconduct policy; and
- Providing the Panel Chair with any necessary assistance.

If you are interested to volunteer as a Student Panel Chair, please indicate your interest in the registration form: [www.conftool.net/iprffs2018](http://www.conftool.net/iprffs2018).

### **I haven't had confirmation of my forum booking yet, when should I expect it?**

The organiser will require approximately 3 working days to process and acknowledge your registration. To facilitate our organisation, please register as early as possible. For further enquiries, please contact us via email: [iprffs@eduhk.hk](mailto:iprffs@eduhk.hk).

### **Will I get a certificate of attendance at the Forum?**

Certificates of Presentation will be provided onsite to presenters upon the completion of their presentation.

### **Can I change the sessions I registered for?**

You are NOT allowed to change the sessions once the confirmation email has been sent to you.

## **Getting to the Forum**

### **Do you provide invitation or visa letter?**

Yes. We do provide invitation or visa letters to anyone with a confirmed registration. Please send your request to [iprffs@eduhk.hk](mailto:iprffs@eduhk.hk).

Any specific questions regarding visas should be directed to the Hong Kong immigration office. Regulations vary from country to country, and often times from year to year. IPRRFSS is thus not in a position to be an authority and advisor in this area.

### **I live outside Hong Kong. If my registration is accepted, will IPRRFSS cover transportation and/or visa arrangement cost?**

No. Each participant has to bear their own traveling and visa arrangement cost. IPRRFSS will not cover any costs of the delegates.

## **Accommodations/Amenities**

### **Are there any accommodations provided by the organizer?**

**No accommodations will be provided by the Organizer.**

If you would like to reserve accommodation during your stay in Hong Kong, you may check out the hotels and hostel nearby.

- [Hyatt Regency \(ShaTin\)](#)
- [Regal Riverside Hotel](#)
- [Royal Park Hotel](#)
- [Courtyard by Marriott Hong Kong ShaTin](#)
- [Bradbury Jockey Club Youth Hostel](#)

## **At the Forum**

### **Is Internet available at the venue of the Forum?**

Yes, it will be but only valid for the days of the Forum at the Campus. You may refer to the following website for more details:  
<https://www.eduhk.hk/ocio/wireless-network-connection-guests-and-visitors>.

### **Is smoking permitted?**

No. Smoking is strictly prohibited at the campus, including student hostels, restaurants, shops, Learning Commons, and outdoor areas.

### **Is printing or photocopying available?**

Unfortunately, we are unable to provide you with photocopying nor printing services.

### What can I do when I feel sick?

Students may use medical materials in the first-aid boxes which are available at reception counter.

All must follow instructions on the medicine packet and take the dose as stipulated, but not more. For each use, the First Aid Box User Record should be entered.

Or you can consult the EdUHK Health Centre (2948 6262).

### Are there any meals provided?

No meals are provided.

### Could you provide the information of catering service provider?

- **The Cove View (Block C- Canteen)**

Opening hours:

Mon – Fri:	7:30a.m. – 8:00 p.m.
Sat:	7:30 a.m. – 7:00 p.m.
Sun & Public Holiday:	11:00 a.m. – 3:00 p.m.

Tel: 2465 8398

Location: Block C, platform

- **Chinese Restaurant**

Opening hours:

Mon – Fri:	11:00a.m. – 3:00 p.m.
Sat, Sun & Public Holiday:	Closed

Tel: 2465 6083

Location: Block B4, platform

- **Western Restaurant**

Opening hours:

Mon – Fri:	11:00a.m. – 3:00 p.m.
Sat, Sun & Public Holiday:	Closed

Tel: 2459 1756

Location: Block C, platform

- **UDeli (Coffee Corner)**

Opening hours:

Mon – Fri:	8:00 a.m. – 5:00 p.m.
Sat:	8:30 a.m. – 5:00 p.m.
Sun & Public Holiday:	Closed

Tel: 2881 5205

Location: Block B, ground floor

- **Pacific Coffee Company**

Opening hours

Mon – Fri:	8:00 a.m. – 5:30 p.m.
Sat:	8:00 a.m. – 3:30 p.m.
Sun & Public Holiday:	Closed

Tel: 2948 0563

Location: Block C, LP floor

- **7-eleven**

Opening hours: 7:30 a.m. – 11:30 p.m.

Location: Block C, platform

### Is there any support for disabled delegates?

#### Transportation

Accessible car parking space is at Block A LG1 (no. 16 and 52) and between D1 and D2 at Main Spine Road.

#### Accessible Toilet

Accessible toilets are available on every storey.

#### Learning Commons

Located on the lower podium of Block C, the Learning Commons offers spacious study space and wireless network to support academic learning and collaborative work for the forum delegates.

## About Presentations

### Is there a dress code?

You are advised to dress professionally.

### Does every student who participates has to present?

No. However, we strongly recommend postgraduate students to take advantage of the opportunity to share and exchange their research ideas through the oral presentation.

### I submitted my abstract but didn't have time to work on my PowerPoint presentation. Can I still present?

Yes. Students can read their paper without the aid of PowerPoint, though we encourage the use of PowerPoint as visual aids may enhance clarity of the presentation.

Please bear in mind that files that depend on internet connection (such as Prezi) or of a different platform (such as Apple's Keynote) have higher chances of incompatibility with our computers and we only have one IT staff member. Please note that if your setup or troubleshooting takes too long, the panel chairs may ask you to skip it and present without one.

### How long are the presentations?

10 minutes max. You will be timed.

### What kind of technical equipment is provided for the presentation of papers?

- PC. If your file requires an Apple computer, you are responsible for bringing your own equipment and connectors.
- LCD Data Projector

### Can I use my own laptop or computer?

You may but we strongly suggest sticking to the available technology to minimise wait between presentations.

### **Are there remotes for the presentations?**

No, you have to manually advance your slides with the keyboard or mouse provided.

### **Does the presentation room have audio-visual capacity, including microphone?**

All rooms have a monitor and a computer with audio. By monitor, we mean an actual projector screen. Also, all rooms are equipped with a microphone.

### **Will presentations be given in a classroom or auditorium?**

It depends in which panel you fall under. Some panels will be held in an auditorium while some will be in a smaller venue. Panels' information will be sent out soon. Check your email daily for updates.

### **What is the expected number of attendees in each session?**

Audience attendance is unpredictable, like in any other professional forum—it can range from 5 to 30.

### **Will room(s) be Internet enabled?**

Yes, they will be but only valid for the days of the forum at the Campus.

“Wi-Fi.HK via EdUHK” network is unrestricted.

No username or password needed.

You may refer to the following website for more details:

<https://www.eduhk.hk/ocio/wireless-network-connection-guests-and-visitors>.

### **What is the time allocated for Q&A?**

Q&A time is at the discretion of the discussant/moderator. In the past it ranges from 5 to 10 minutes per presentation to a 15-mins general Q&A for all presentations.



## Contact Us

### My question is not listed in FAQs. Who should I contact?

Please send us an email at [iprrfss@eduhk.hk](mailto:iprrfss@eduhk.hk). If you don't hear from us within a week, please check your spam box.

## Parking and Transportation

### Parking

Parking at EdUHK is NOT available to the delegates of the Forum.

### Transportation

The Education University of Hong Kong is located at Tai Po, New Territories, Hong Kong. There are several ways to get to our campus:

#### **BUS**

KMB No. 74K Bus

(between Tai Po Market Station and Sam Mun Tsai visiting The Education University of Hong Kong)

#### **MINIBUS**

Green Minibus No. 26 Service

(between Tai Po Campus and Bayshore Towers, Ma On Shan)

#### **TAXI**

- **From HK International Airport to EdUHK**

Take a taxi to EdUHK (about HK\$350-HK\$400), or

Take Airbus No. E41 to Tai Po Centre then change to bus No. 74K or taxi (about HK\$40)

- **From Shenzhen to EdUHK**

Take MTR train from Lo Wu to Tai Po Market Station then change to bus No. 74K or taxi (about HK\$40)

- **From Hung Hom MTR Station to EdUHK**  
Take MTR train to Tai Po Market Station  
then change to bus No. 74K or taxi (about HK\$40)

## Safety

IPRRFSS 2018 strives to provide and maintain a healthy, safe and environmentally sustainable environment for delegates. Your participation and cooperation are valuable and necessary to achieve the goal. Therefore please pay attention to all your personal belongings. The Forum will not be responsible for any damages, loss or theft of your properties during your attendance.

## Local Attractions

For local attractions, please refer to “discoverhongkong” at <http://www.discoverhongkong.com/eng/index.jsp>.