



Chiu Sheung School, Hong Kong  
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Website : [www.csshk.edu.hk](http://www.csshk.edu.hk)

4<sup>th</sup> October, 2021

Dear Parents/Guardians,


Notice on the 73<sup>rd</sup> Hong Kong Schools Speech Festival 2020-2021 No.e052B  
(To: Students who have joined the competition)

Your child has enrolled for the 73<sup>rd</sup> Hong Kong Schools Speech Festival; we would like to remind all parents of the followings:

Date	Important notes
From now on to 25 <sup>th</sup> November	<ul style="list-style-type: none"><li>➤ Participants have to study the syllabus and be trained by parents, so students will be well-prepared for recording the video later.</li></ul>
1 <sup>st</sup> November	<ul style="list-style-type: none"><li>➤ Video shooting tips will be released by Hong Kong Schools Music and Speech Association. Parents can browse the videos on the website.</li></ul>
4 <sup>th</sup> November	<ul style="list-style-type: none"><li>➤ Entry Form Receipts and Competition Notification will be distributed by the school on 4/11. The reference number and verification code of the participant will be printed on the document. Participants can record the video after receiving the competition notification.</li><li>➤ Parents have to check the information on the Entry Form Receipts and Competition Notification. Please notify the teacher in charge on 5/11 if there are any mistakes.</li><li>➤ The Hong Kong Schools Music and Speech Association reserves the right to apply an administrative fee for each amendment.</li></ul>
From 12 <sup>th</sup> November (10 a.m.) to 25 <sup>th</sup> November (5 p.m.)	<ul style="list-style-type: none"><li>➤ Competitors should fill out the related information, upload the video and submit it through the designated on-line "Video Submission Form". This Form will be available on the Association website (<a href="http://www.hksmsa.org.hk">www.hksmsa.org.hk</a>) from 10:00 a.m. on 12/11.</li><li>➤ The period of submission of the Form and video is from 12/11 (10:00 a.m.) to 25/11 (5:00 p.m.).</li><li>➤ Those who have successfully submitted the Form and the video will receive an email acknowledging the submission.</li></ul>

When recording and submitting videos for the competition, parents must comply with the video specifications and submission procedures mentioned in the association's rule of competition (appendix 1) or browse the full version of the Association' website ([www.hksmsa.org.hk](http://www.hksmsa.org.hk)) for the regulations.

Should you have any enquiries, please contact Ms. Zoe Wong (Cantonese)/ Ms. Nicole Hui (English)/ Ms. Jojo Cheng (Putonghua). Thank you for your attention.

  
Mr. Chim Hon Ming  
Principal, CSSHK

To: CSSHK

Class No:(      )

Reply slip for notice on the 73<sup>rd</sup> Hong Kong Schools Speech Festival 2021-2022  
No.e052B

I acknowledge receipt of the notice on the 73<sup>rd</sup> Hong Kong Schools Speech Festival.

Name of student: \_\_\_\_\_

Class: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Phone no.: \_\_\_\_\_

Please "✓" the appropriate box.

06-10-2021 Tam

The 73<sup>rd</sup> Hong Kong Schools Speech Festival  
Rules and regulations(Item 4-6)

#### 4 SPECIFICATIONS OF VIDEO RECORDING

4.1 Competitors should follow the below order in recording the video:

- (i) Announce their names, class code and group number as shown on the Competition Notification.
- (ii) Announce the title of the piece and the author of the piece.
- (iii) Perform the whole piece once.

4.2 If competitor(s) perform the same piece repeatedly in a video, only the first performance will be adjudicated.

4.3 Competitors will be disqualified if they fail to comply with the below:

4.3.1 The video must be a single, continuous shot video footage. Competitors must not stop or pause the camera during shooting.

4.3.2 Special effects (such as filters, transitions, colour adjustments, light adjustments or subtitles etc.), mixing, editing or post-production are not permitted.

4.3.3 The video must be recorded live and dubbing is not permitted.

4.4 Earbuds / in-ear headphones as sound receivers are not allowed. Competitors who violate this rule will only be given comments. Neither marks nor certificates will be awarded to them.

4.5 Competitors' marks will be affected if they do not observe the below:

4.5.1 The audio and video should synchronise and the sound quality is clear and smooth.

4.5.2 The resolution of the video is 720p (1280x720) or above.

4.5.3 The shooting should be done indoor with a simple background and sufficient lighting. Avoid having any bright lights from behind, and virtual or projected background. The recording environment should be quiet.

4.5.4 The entire video must clearly show the competitor's full body, appearance and actions.

4.5.5 When shooting, the camera should be stable without any camera movement (including zoom in / out).

4.5.6 Not to use amplifiers for any purpose.

4.6 Wearing a mask during recording may affect the performance. The Association encourages competitors to shoot at home or other safe environment without wearing the mask.

Competitors should take the responsibility of assessing their own health risk and follow the health advice from the Government at that time.

#### 5 PROCEDURES FOR SUBMISSION

##### 5.1 Video Submission

5.1.1 Competitors should fill out the related information, upload the video and submit through the designated on-line "Video Submission Form" (Form). This Form will be available on the Association website(<https://www.hksmsa.org.hk/>) from 10:00 a.m. on 12 November 2021. It is not acceptable if the submission is via other video platforms or means of

submission.

5.1.2 The video submitted must be in one of the following formats: MP4, WMV, MOV or MPG. The file size must not exceed 2GB.

5.1.3 Each submission of the Form can only be used to submit related information and the video for ONE entry. If one competitor is entered for more than one class, please submit the Form separately.

5.1.4 Those who have successfully submitted the Form will receive an email acknowledging the submission. This email does not mean the Association confirms that the submission meets the entry requirements. The email will include a copy of the submitted information.

5.1.5 Members / competitors must make sure all of the following are correct:

- (i) The Reference Number and the Validation Code filled in the Form must match that on the Competition Notification. Otherwise, the Association reserves the right of not processing the submission record.
- (ii) The video submitted must match with the competitor and class entered (for example, when one competitor is submitting videos for more than one entry, or when one member is submitting videos for different competitors etc.) The Association reserves the right of not adjudicating the concerned videos if the records do not match.
- (iii) All the information in the acknowledgement email is correct. If any discrepancy is found, please re-submit the Form within the submission period.

5.1.6 If the Form is re-submitted, the Association will take the information from the last successful submission (See 5.1.5(i)) as final.

5.1.7 If the video cannot be played during the adjudication period, regardless of reasons, the competitors will not receive any comments, marks or certificates. The Association will not inform the individuals if such cases arise.

## 5.2 Submission Period

5.2.1 The period of submission of the Form is from 12 November 2021 (10:00 a.m.) to 25 November 2021 (5:00 p.m.).

5.2.2 Please reserve time for filling out the related information and uploading the to avoid heavy upload traffic. The submission time is based on that of the Association server. Any late submission, regardless of reasons, will not be accepted.