



Chiu Sheung School, Hong Kong
79B Pok Fu Lam Road, Hong Kong
Tel : 2546-1644 Fax : 2517-2483
Website : www.csshk.edu.hk

31st October, 2022

Dear Parents/Guardians,

Notice on the 74th Hong Kong Schools Speech Festival 2022-2023 No.e087B

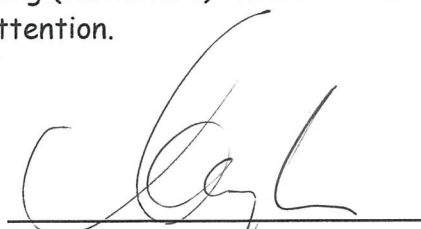
(To: Students who have joined the competition)

Your child has enrolled for the 74th Hong Kong Schools Speech Festival; we would like to remind parents of the followings:

Date	Important notes
From now on to 24 th November	➤ Student participants have to study the syllabus and be trained by parents, so they will be well-prepared for recording the video later.
2 nd November	➤ Pre-competition Reminder will be released by Hong Kong Schools Music and Speech Association. Parents can check the reminders on the website.
3 rd November	➤ Entry Form Receipts and Competition Notification will be distributed by the school on 3/11. 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. ➤ Parents have to check the information on the Entry Form Receipts and Competition Notification. Please notify the teacher in charge on 4/11 if there are any mistakes. ➤ The Hong Kong Schools Music and Speech Association reserves the right to apply an administrative fee for each amendment.
From 11 th November (10 a.m.) to 24 th November (5 p.m.)	➤ 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 (www.hksmsa.org.hk) from 10:00 a.m. on 11/11. ➤ The period of submission of the Form and video is from 11/11 (10:00 a.m.) to 24/11 (5:00 p.m.). ➤ Those who have successfully submitted the Form and the video will receive an email acknowledging the submission.

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 at the Association's website (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 74th Hong Kong Schools Speech Festival 2022-2023
No.e087B

I acknowledge receipt of the notice on the 74th Hong Kong Schools Speech Festival.

Name of student: _____

Class: _____

Name of parent: _____

Signature: _____

Contact Phone no.: _____

Please "✓" the appropriate box.

02-11-2022 Tam

The 74th Hong Kong Schools Speech Festival

Rules and regulations(Item 4-5)

4 SPECIFICATIONS OF VIDEO RECORDING

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

- (i) Announce their names and class code according to the enrolment.
- (ii) Announce the title 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 following:

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 following:

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

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

4.5.3 The shooting has to 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 has to be quiet.

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

4.5.5 When shooting, the camera has to 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 in a safe environment without wearing the mask. Competitors have to follow all anti-epidemic regulations by the Government and the precautionary measures by venues at that time and take the responsibility of assessing their own health risk in any circumstances.

5 PROCEDURES FOR SUBMISSION

5.1 Video Submission

5.1.1 Competitors have to 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 from 10:00 a.m. on 11 November 2022. 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 or MOV. The file size must not exceed 2GB and the resolution must not exceed 1080p (1920 x 1080).

5.1.3 Each submission of the Form can only be used to submit related information and the video for ONE entry. The Reference Number and the Validation Code filled in the Form must match that on the Competition Notification. If one competitor is entered for more than one class, separate Forms have to be submitted.

5.1.4 After the submission of the Form, one will receive an email acknowledging the submission, which will include a copy of the submitted information.

5.1.5 Receiving the acknowledging email does not mean the Association confirms that the submission meets the entry requirements. Members / competitors must make sure all of the following are correct:

(i) All the information in the acknowledging email.

(ii) The video submitted must match with the competitor and class entered (for example, one competitor is submitting videos for more than one entry, or one member is submitting videos for different competitors etc.)

If any discrepancy is found, please re-submit the Form within the submission period. The Association reserves the right of not adjudicating the concerned videos if the records do not match.

5.1.6 If the Form is re-submitted, the Association will take the information from the last submission 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 10:00 a.m. on 11 November 2022 to 5:00 p.m. on 24 November 2022.

5.2.2 Please reserve time for filling out the related information and uploading the video 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.