

The Twelfth Speaking Contest for Hong Kong Students

Application Procedures (School Application)

1. Receive invitation letter containing login information, read the overview and rules carefully.

2. School issues a notice to the students and parents.
Please remind parents that the data will be collected anonymously for research purposes only. Refer to Article 6 in Appendix I for details.

3. i. Teacher-in-charge gathers the number of participants and items
ii. Download the electronic application forms from our official website:
<http://www.rceshk.com>

4. In accordance with the checklist of application documents, please

- i. Email all the completed application forms and supporting documents to 1718app@rces.hk;
- ii. Mail printed version of application documents and a cheque or original deposit slip for the entry fee on or before **30 September, 2017.**

Official receipt will be mailed to school after the completion of the whole competition.

5. A reply slip will be emailed to schools to ensure all the information is correct.

6. The Timetable of Contest (Preliminaries) will be released on **18 October 2017.**

7. Application for amendment/revision of the Contest (Preliminaries) Timetable from the same school must be made on or before **25 October 2017** through the online system (<http://www.rceshk.com>). The amendment of the Contest Timetable can only be made between students who participate in only one contest item which belongs to the same category. Confirmation notice will be sent to the teacher-in-charge and the revised schedule will be announced on the website on **31 October 2017.**