

The Eleventh 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 1617app@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, 2016**.

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

For enquiries,
please contact us
during office
hours at
3521 0540.

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 **19 October 2016**.

7. Application for amendment/revision of the Contest (Preliminaries) Timetable within the same school must be made on or before **25 October 2016** through online system (<http://www.rceshk.com>). Confirmation notice will be sent to the teacher-in-charge and the revised schedule will be announced on the website on **1 November 2016**.