To: Ms Angel Fan
Secretary, Hong Kong Teaching Excellence Alliance ExCom
Email: secretariat@hktea.edu.hk

Submission of events and activities to be posted on the HKTEA website
(Please submit this form at least two weeks prior to the date of activity)

Event title: _____

Date: _____

Time: _____

Venue: _____

Organiser(s): _____

Enquiries: Contact person: _____

Tel.: _____

Fax: _____

Email: _____

Website: _____

Poster/leaflet: _____

Please provide Web link(s)/jpeg image(s)/No. of files attached

Submitted by: *(see Note (1) below)* _____

Tel: _____

Email: _____

☐ The event is aligned with one or more of the following goals of the HKTEA (please check one or more boxes):

- ☐ To share and promote good teaching practices
- ☐ To nurture academics with the capability and commitment needed to enhance teaching (e.g. providing opportunities for the exchange of innovative ideas and collaboration across disciplines and institutions)
- ☐ To foster a culture of recognising good teaching

Notes:
(1) Only events aligned with the vision, mission and strategic development of HKTEA and submitted through the teaching development centre of a UGC-funded institution will be posted on the website.
(2) In its meeting on 16 September 2019, the Preparatory/Executive Committee of the HKTEA delegated to the Chair the authority to approve events/activities submitted by institutions for posting on the website.
(3) The Chair's decision will be final.