

New Asia College Graduation Photo-taking Day 2024 (22 March 2024)

Points to Note for Booths of Departmental Societies

1. General Regulations

To ensure everyone's safety and cleanliness of the campus, all student bodies, departmental representatives and participants should observe the following:

- The campus of New Asia College will be extremely crowded on Photo-taking Day. Please pay special attention to crowd control and protection of College property.
- **For safety reasons, all Colleges strictly prohibit the spraying of champagne or other drinks, as the slippery floor resulted can cause falls or injury to participants. In addition, students should not organize activities which may affect public safety. Disciplinary action will be taken against those who fail to observe the above.**
- Please follow the instructions of authorized personnel including staff of the College and the University Security Unit at all times.
- Students should help to take care of College facilities, keep the campus neat and clean, mind personal property, and clean up the venue after the event.
- Flammable substances and toxic/dangerous goods are strictly prohibited. Possession of or lighting firecrackers is illegal. Participants found possessing related products will be reported directly to the Hong Kong Police.
- The length of any paper sparklers/paper fireworks (“花炮”) used shall be at a maximum of 35cm/14 inches.
- Materials and/or decorations placed in the parking areas and/or on the roads when they are not blocked are prohibited (**relevant parking areas will be blocked from 21 March 2024, 5:30pm to 22 March 2024, 5:30pm**)
- Any promotional material which is indecent or not ordinarily acceptable to the viewers is prohibited from the College campus.
- **College staff will be on site to monitor the event and offer help as necessary. In case of violation of any of the above, the College reserves the right to terminate the event. Deposits may be withheld partially or in full. Disciplinary action will be applied to students concerned. Cases may also be referred to the Committee on Student Discipline of the College and/or the University. The department violating the rules will be suspended for setting up the booth at next year's photo-taking day.**

As booths will be set up in **designated indoor areas** in case of bad weather, in addition to the above regulations, the following special regulations have to be observed in the indoor areas:

- *Departmental Societies being allocated an outdoor booth will be assigned an indoor one, for preparatory work, and use in case of bad weather, with the time of use **from 21 March 2024,***

4:00pm to 22 March 2024, 5:30pm

- *Due to limited space and safety concerns, all paper sparklers/paper fireworks (“花炮”), regardless of length, shall be prohibited.*
- *Heavy items shall not be pulled on the floor to avoid damage(s) to the flooring/carpet*

2. Group Photo-taking

Departmental societies are expected to invite teachers of the corresponding Departments/Programmes for group photo-taking at the New Asia Concourse. The time-table will be released in due course.

3. Booth Allocation for Departmental Societies

Departmental societies will be assigned booths, tables and chairs on that day. Each booth will be equipped with **one table, of dimensions around 183cm (L) x 45cm (W) x 75cm (H), and one chair**[#].

Representatives of departmental societies are required to collect these items **from 8:00am to 8:45am** on that day at the below locations by bringing along **the society seal⁺ (for identification purpose) and a deposit of HKD500.00 for each booth* (exact amount, in cash)**. A receipt will be issued upon payment of deposit.

Locations of collecting tables and chairs:

Zone A booths: Lobby, Staff Student Centre – Leung Hung Kee Building

Zone B booths: Room 212, Humanities Building

After the graduation activities are over, representatives are expected to return the borrowed items to the staff/student helpers **at the same location from 4:45pm to 5:30pm** by bringing along the **society seal⁺ and receipt**. **Representatives must return the items when our staff/student helpers are present**. The deposit will be returned after the College has checked that the returned items are intact.

Should societies fail to collect the deposit at the designated time-slot and/or should societies fail to present the seal and receipt, the deposit will be forfeited.

Penalties of loss and damage of tables and chairs are listed below:

- Table HKD400.00 per unit
- Chair HKD50.00 per unit

*[#] Each society shall collect **both of the provided items**, i.e. one table and one chair for each booth; The items shall be collected and returned in one go.*

⁺ For Department(s)/Programme(s) with no departmental societ(ies), please bring along your student ID Card instead for identification purpose. In this case, collection of materials and returning of materials shall be handled by the same student.

** NABA needs to pay a deposit of HKD1,500 in total.*

4. Contact Persons at Dean of Students’ Office, New Asia College

Ms. Amy Yip

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Ms. May Law

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Class of 2024 Graduation Photo-taking Day – Special Guidelines for Offering Alcoholic Beverages 二〇二四年畢業班拍照日 — 關於供應酒精類飲品之特別通告

The College organizes the Graduation Photo-taking Day every year to provide graduates and their teachers, fellow school-mates, family and friends with the opportunity to take photos and to share their joy. In order to ensure that the celebration will be conducted in a safe manner, the College would like to bring the following points regarding the consumption of alcoholic beverages to the attention of all participants:

書院每年舉行畢業班拍照日，讓畢業同學與師長、同學及親友聚首一堂，分享同學學有所成的喜悅。為使活動能安全地舉行，本院希望就飲用酒精類飲品提醒各同學注意以下事項：

1. Scientific evidence shows that alcohol use increases health risks, even drinking low to moderate amount. Excessive amount of alcohol consumed on a single occasion can put you at risk of acute intoxication, accidental injury and poisoning, suicide, interpersonal violence and assaults. **The College therefore strongly discourages participants from consuming alcoholic beverages in the event.**

科學證據顯示，即使飲用少量的酒精，都會影響健康；暴飲或短時間內大量飲酒會增加罹患酒精中毒、意外損傷和中毒、自殺及牽涉入暴力事件的風險。因此，**本院絕不鼓勵同學於活動中飲用酒精類飲品。**

2. Departmental Societies and participating graduates should note that the law states that a temporary liquor licence is required for an event if the event is held at any premises for consumption on those premises; or at a place of public entertainment or a public occasion for consumption at the place or occasion, where a fee or admission fee is charged, and/or there is sale of liquor for consumption thereat.

根據法例，任何活動若會向參加人士收費或收取入場費，以及／又或會賣酒供人即場飲用，則舉辦者必須領有臨時酒牌，才可在處所供應或售賣酒類給在場人士飲用；或在公眾娛樂場所或公眾場合供應或售賣酒類給在場人士飲用。請各院系會和畢業同學留意。

3. As stipulated in the law, only the holder of a liquor licence shall be allowed to sell liquor on appropriate premises and no licensee shall permit any person under the age of 18 years to drink any intoxicating liquor on any licensed premises. **Departmental Societies responsible for the booths shall exercise due diligence in ascertaining the alcoholic beverages are consumed by those aged 18 or above.**

現時法例只容許酒牌持有人在適合的處所售賣酒類，並且規定持牌人不得准許任何十八歲以下的人士在領有牌照處所飲用令人醺醉的酒類。**各負責慶祝活動攤位的院系會應盡力確保飲用酒精類飲品之人士已年滿十八歲。**

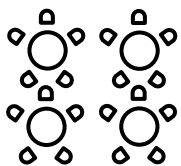
For further queries, please feel free to contact Ms. Amy Yip of the College Dean of Students' Office (Tel.: 3943-1619; Email: amyyip@cuhk.edu.hk).

如有進一步疑問，請聯絡本院輔導處葉穎華女士（電話：3943-1619；電郵：amyyip@cuhk.edu.hk）。

A 區 樂群館前及圖書館旁停車場

樂群館

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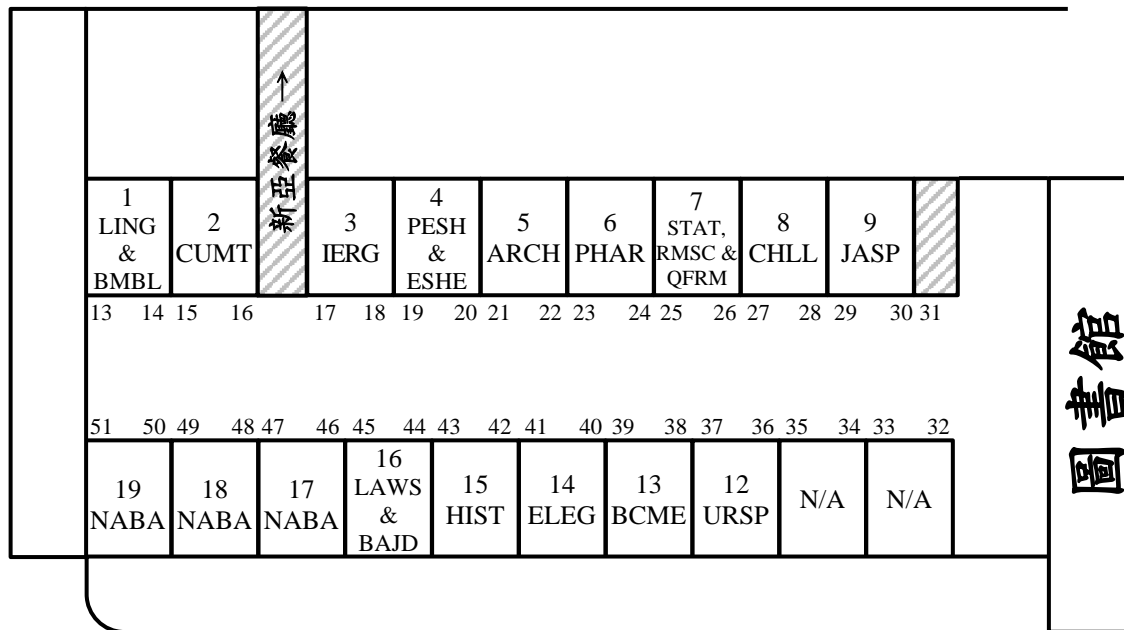
25 NURS	23 PHPC	22 ECON
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Location of Rubbish bins

24 SOCI	21 SOWK	20 GDRS
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Location of Rubbish bins



ZONE A

誠明館前

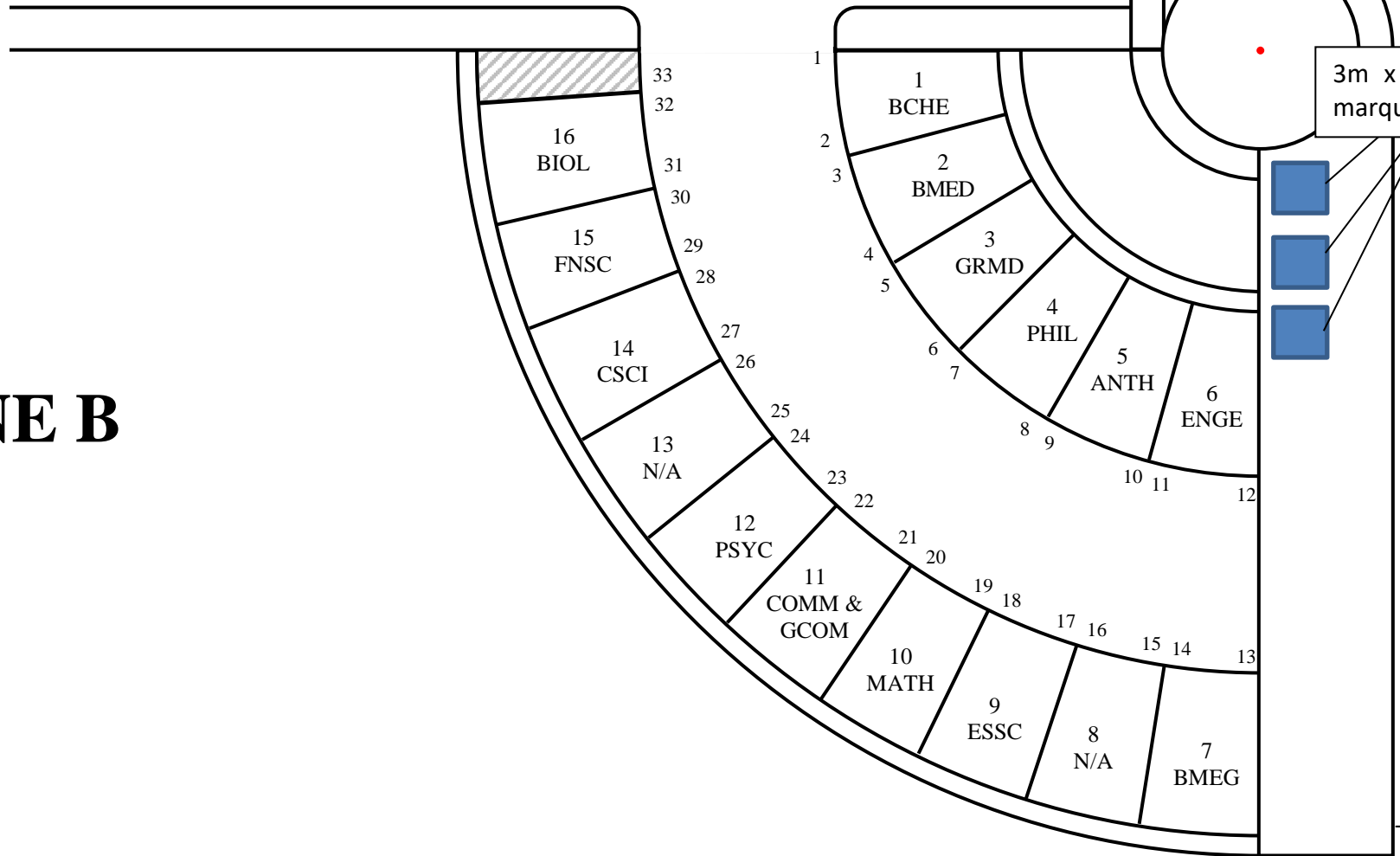


Location of Rubbish bins

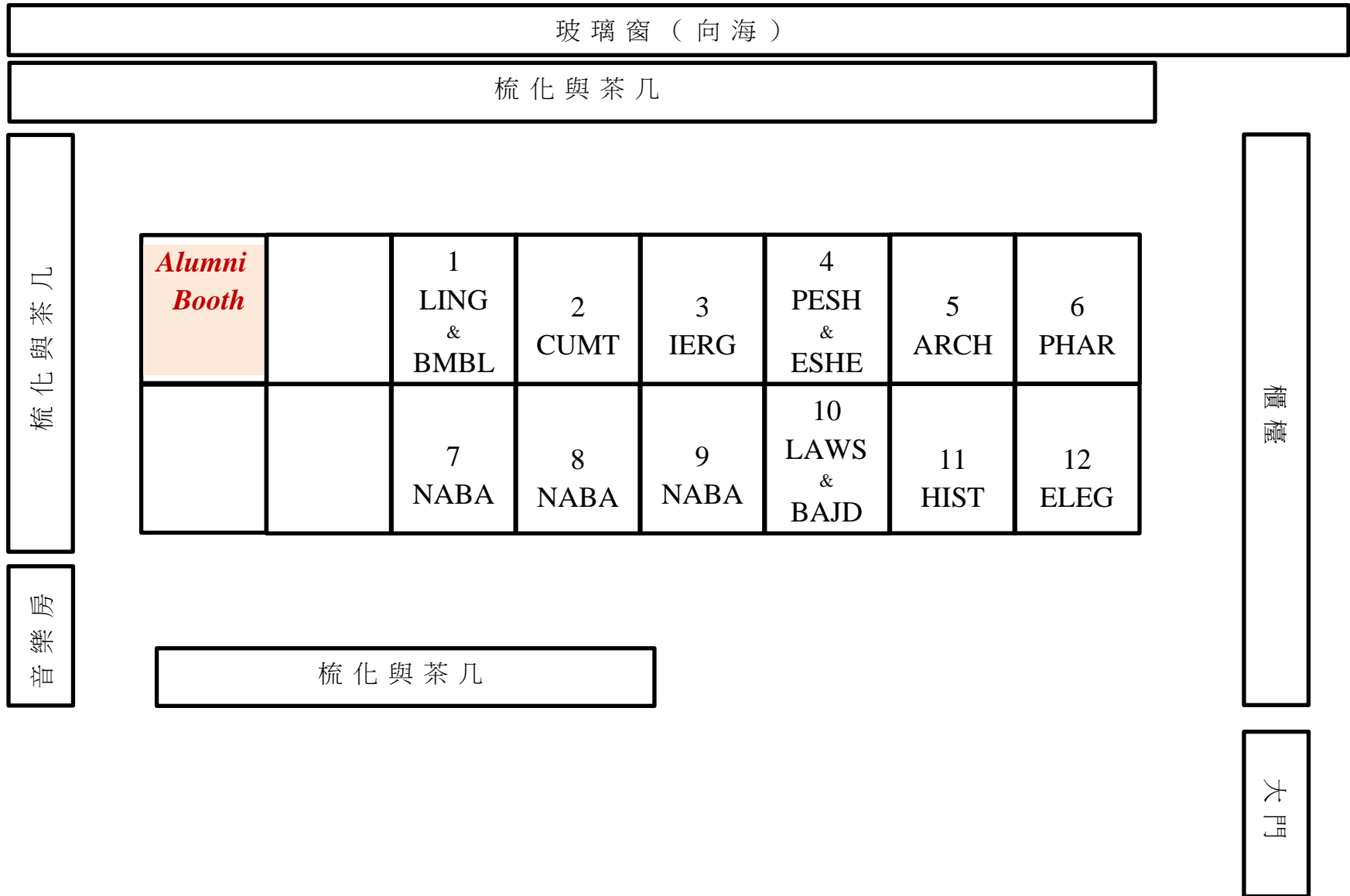
ZONE B

Ch'ien Mu Library

3m x 3m marquees

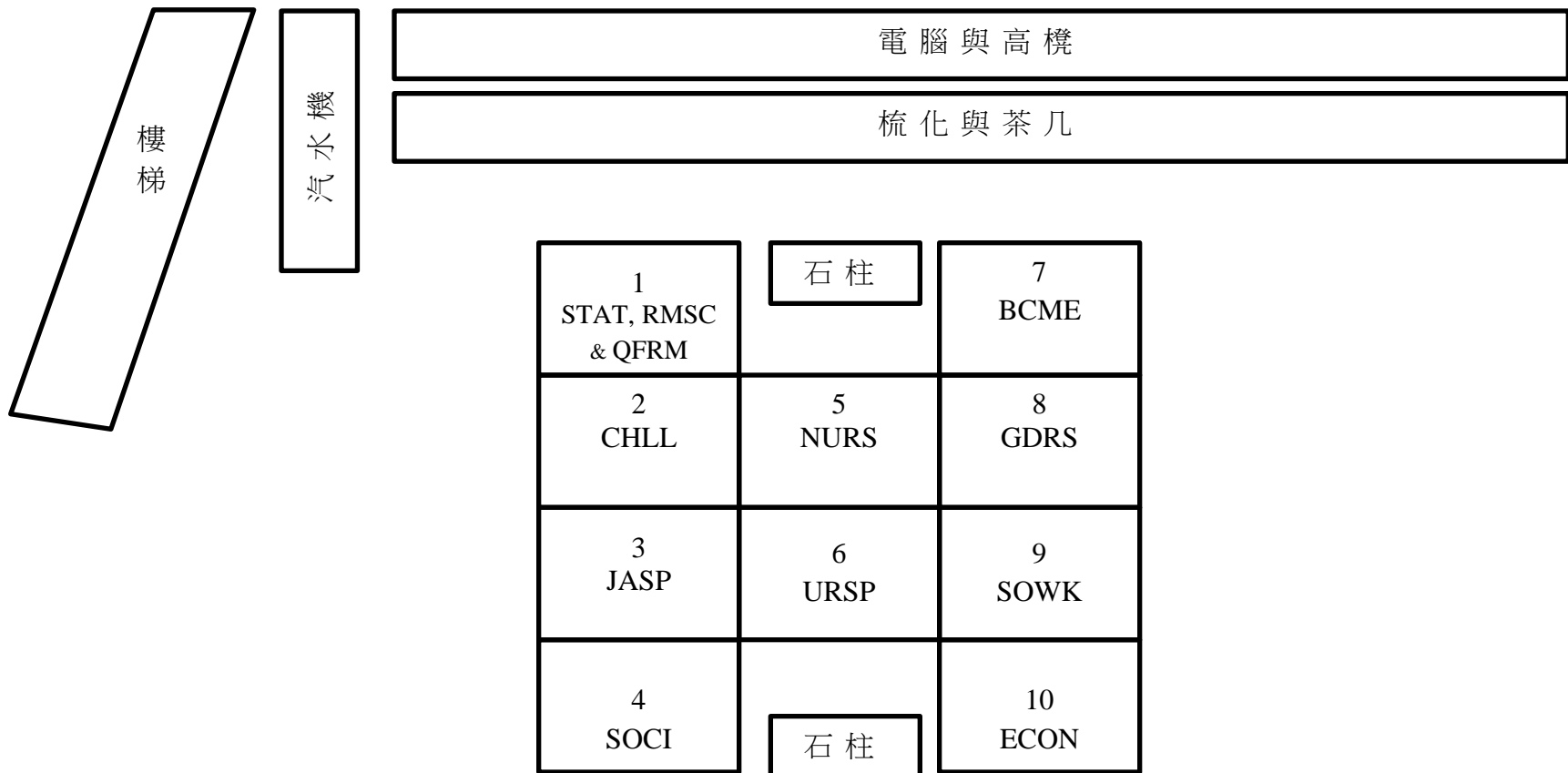


兩程 C 區 知行樓大廳



* 嚴禁阻塞行人或走火通道

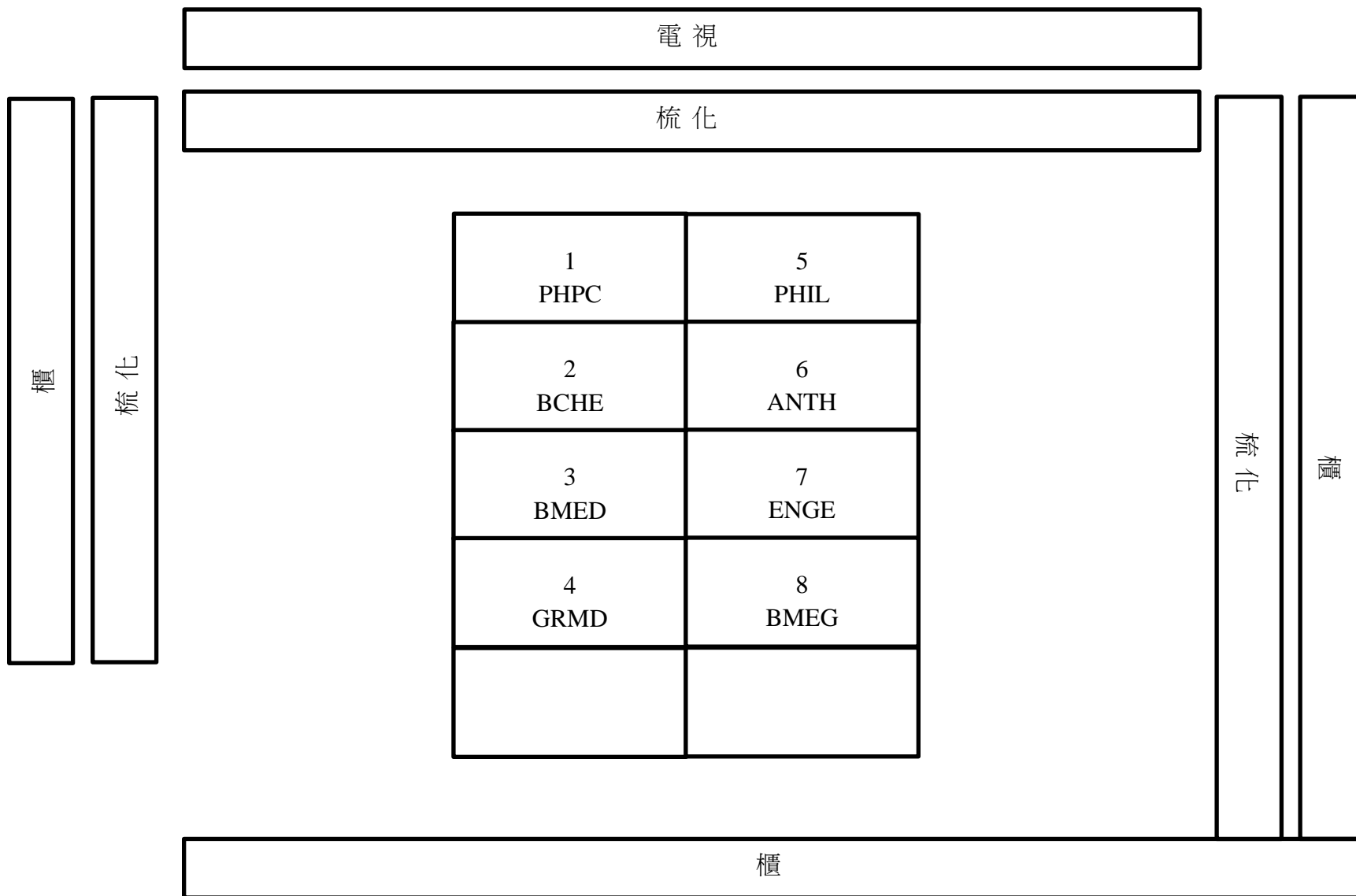
兩程 D 區 知行樓偏廳



知行樓往電梯之行人通道 

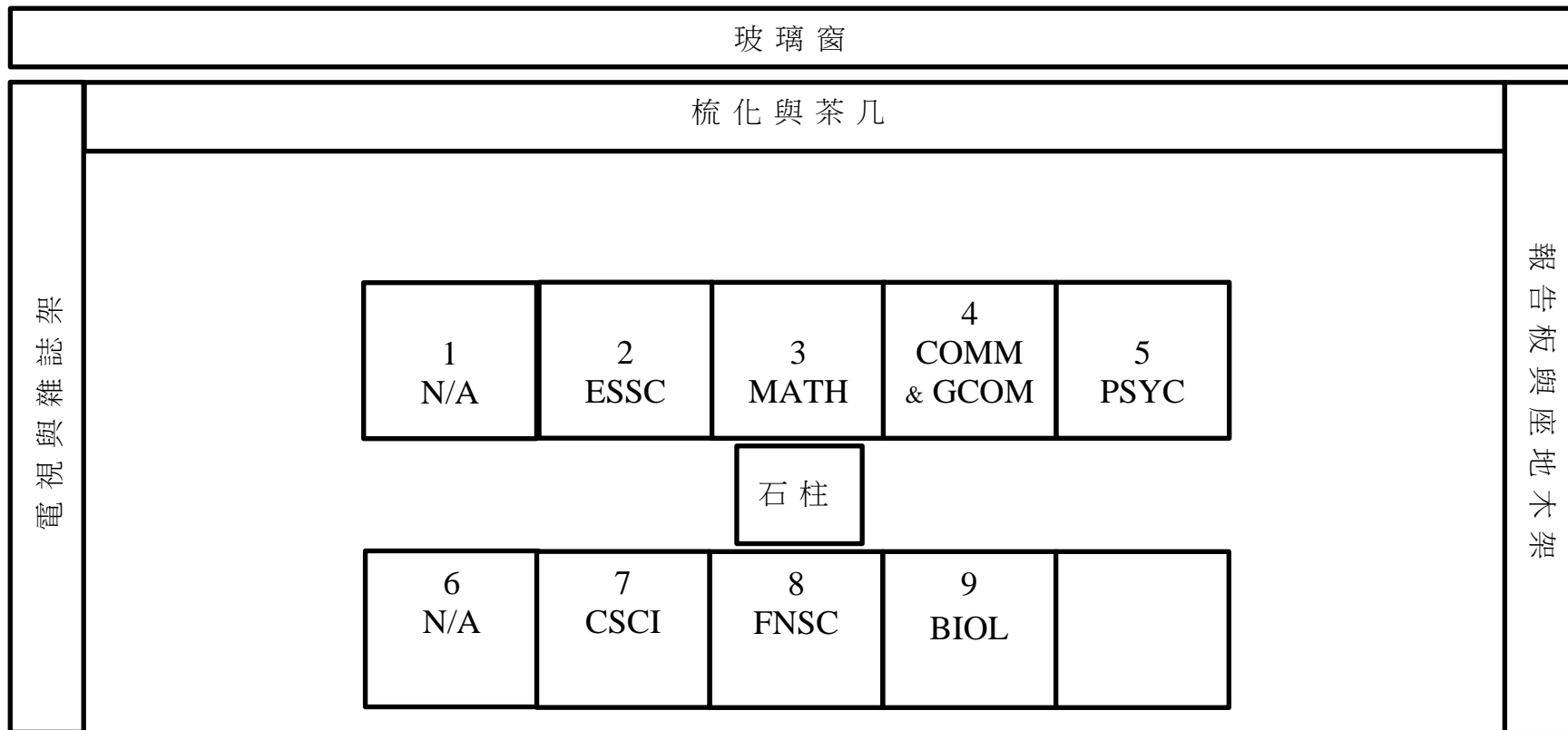
* 嚴禁阻塞行人或走火通道

兩程 E 區 知行樓電視房



* 嚴禁阻塞行人或走火通道

兩程 F 區 學思樓大廳



← 學思樓往偏廳之行人通道

* 嚴禁阻塞行人或走火通道