

播放宣傳海報及宣傳短片申請指引

Guidelines for Promotion Poster and Video Playback

- 1) 書院只接受本院學生團體申請於書院播放宣傳海報及宣傳短片。播放地點劃一為書院藝廊、東座及西座地下電梯大堂及學生飯堂（不設地點選擇）。
Only Wu Yee Sun College student bodies can apply for playing Promotion Poster and Promotion Video in College. The Promotion Video will be displayed at College Gallery, Lift Lobbies of East and West Block, and Student Canteen. (Location cannot be chosen)
- 2) 宣傳海報及宣傳短片由首天播放起計最長可播放兩星期。書院暫定逢星期二更新宣傳海報及宣傳短片。
The maximum period for promotion poster and promotion video playback is two weeks from the first day of playback. College will update promotion poster and promotion video on Tuesdays tentatively.
- 3) 宣傳海報形式：至少 300dpi 及 A1 尺寸，必須為.jpg 檔或.pdf 檔。
宣傳影像形式限制：必須為.wmv 檔，時間為 5 分鐘以內。
Format for Poster: At least 300 dpi and A1 size, .jpg and .pdf formats
Format for Video: .wmv format and within 5 minutes.
- 4) 每個學生團體於同一時期只可申請播放最多兩張宣傳海報及一段宣傳短片。
Each student body can ONLY apply for playing TWO promotion posters and ONE promotion video for each application.
- 5) 請於擬播放宣傳海報及宣傳短片日期最少五個工作天提交申請。
Please submit application at least FIVE working days prior to start date.
- 6) 宣傳海報及宣傳短片一經遞交，恕不接受更改。如有需要，學生團體必須再次申請，並以最新遞交的申請資料為準。
Once the poster(s) and video are submitted, no changes will be allowed. Student bodies must re-submit application if necessary, and only the latest application will be considered.
- 7) 書院批准申請後會向申請者發出確認電郵。
College will send confirmation email to applicants after approval.

申請須知：

所有在伍宜孫書院播放之短片及海報只供伍宜孫書院活動或書院學生團體宣傳之用。含不當內容（如：色情、歧視、暴力等）的短片及海報將不予播放。書院保留於各播放地點播放各短片及海報之決定權。

Notes for Applicants:

All videos and images shown in Wu Yee Sun College are solely for promotion use of activities of Wu Yee Sun College and its student bodies. The posters and videos that display inappropriate contents (e.g. obscene, discrimination, violence, etc.) will not be displayed. College reserves the rights of final decision to display any poster and video on the designated areas.

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