

Office of Student Affairs

NSO Campus Life Carnival 2023

7 September 2023 (Thursday)

6:00-8:30pm

Objectives

- ▶ To introduce the fabulous campus life to new and current students
- ▶ To promote networking among students through student societies
- ▶ To offer an opportunity for student societies to introduce their societies and activities to fellow students, especially to freshmen
- ▶ It is one of the required programmes in the New Student Orientation (NSO) for freshmen to gain 15 ILP units



Event Date and Time

Date: 7 September 2023 (Thursday)

Time: 6:00-8:30pm

Venue: Lingnan Campus (Wing On Plaza, Kin Sun Square and covered areas of WYL, LBY and LKK)

Schedule

2:00-5:00pm	Rehearsal for performances at Wing On Plaza
4:00-6:00pm	Decoration of promotion booths
6:00-7:30pm	Performances at Wing On Plaza
6:00-8:30pm	Promotion booths open
8:30pm	End of the Carnival

Application for Promotion Booth and/or Performance

Eligibility

- ▶ Student Societies and Clubs (registered under University Offices or Students' Union)
- ▶ University Teams
- ▶ University Offices e.g. OGE and OSL



Important Dates for Application

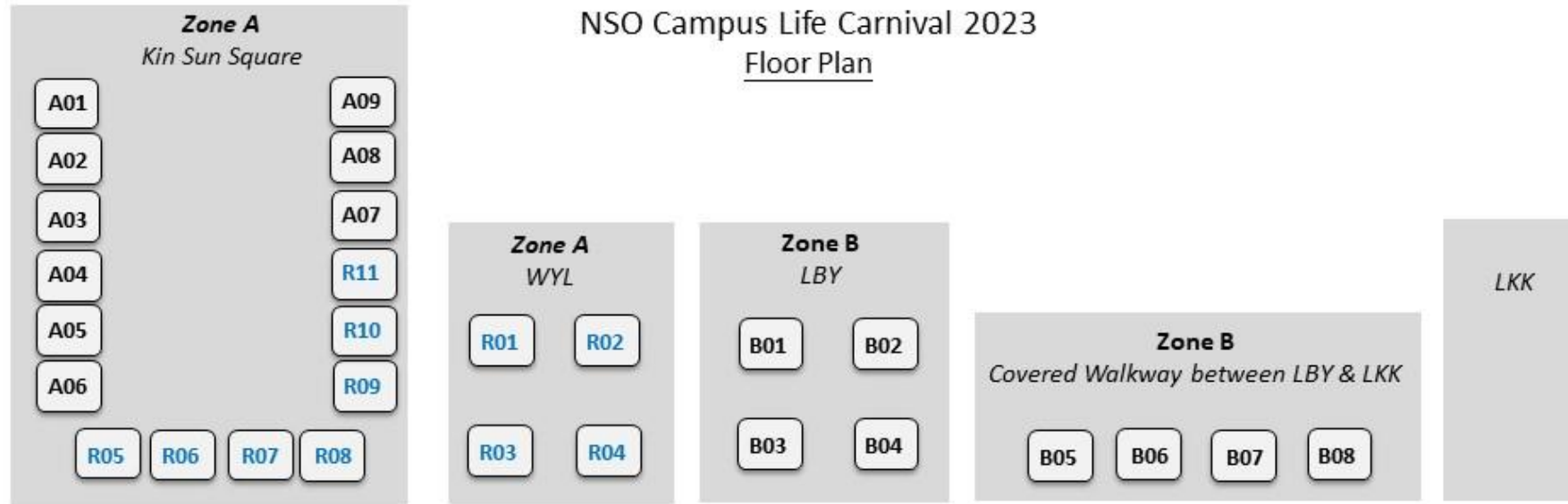
Important Date	Action
From 12noon, 3 July 2023 (Mon)	Online application for setting up promotion booths/performances https://www.ln.edu.hk/osa/outside-classroom-learning/campus-wide-events
By 12noon, 10 July 2023 (Mon)	Deadline for application <i>Late or incomplete applications will not be considered</i>
13 July 2023 (Thu)	Draw lots for booth location 2:30pm, 13 July 2023 (Thu) at WYL115
17 July 2023 (Mon)	Announcement of booth allocation result https://www.ln.edu.hk/osa/outside-classroom-learning/campus-wide-events

Points to note when submitting an application

- ▶ Accept online application only, one application per society/ club/ team
- ▶ Applicants should indicate the following in the application:
 - 1) Zone preference for promotion booth (on a first-come-first-served basis)
 - 2) Details of the promotion plan, and
 - 3) Details of the performance (if any)
- ▶ The booth location (within the Zone) will be allocated by drawing lots
- ▶ Representatives of Societies/ clubs/ teams are invited to attend the lot drawing for booth location in person at **2:30pm, 13 July 2023 (Thu) at WYL115.**
- ▶ Parents Orientation will be held on the same evening and parents of the freshmen may also visit the promotion booths.

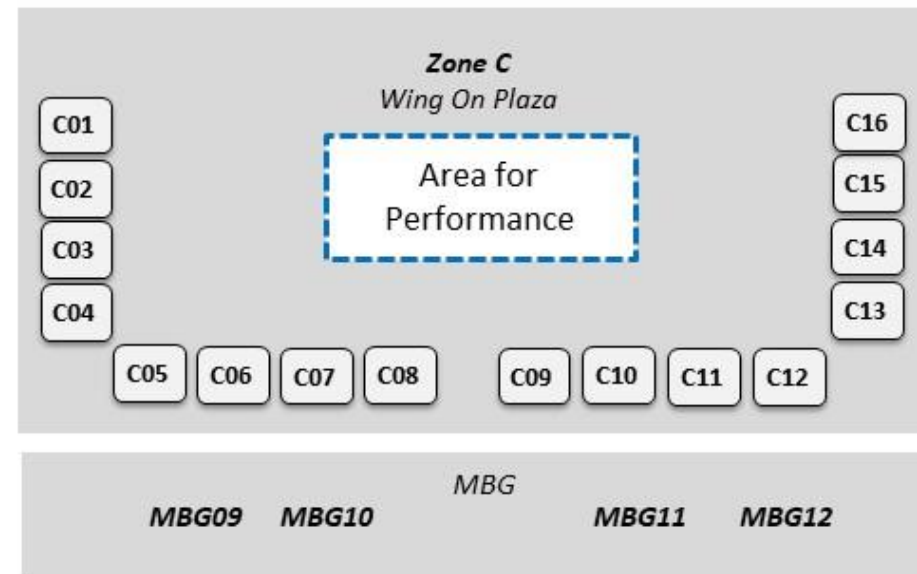
Floor Plan

Office of Student Affairs NSO Campus Life Carnival 2023 Floor Plan



<u>Zone</u>	<u>Location (No. of booths)</u>
Zone A:	Kin Sun Square & covered area under WYL (20 booths)
Zone B:	Covered area under LBY and covered walkway between LBY and LKK Buildings (8 booths)
Zone C:	Wing On Plaza (16 booths)

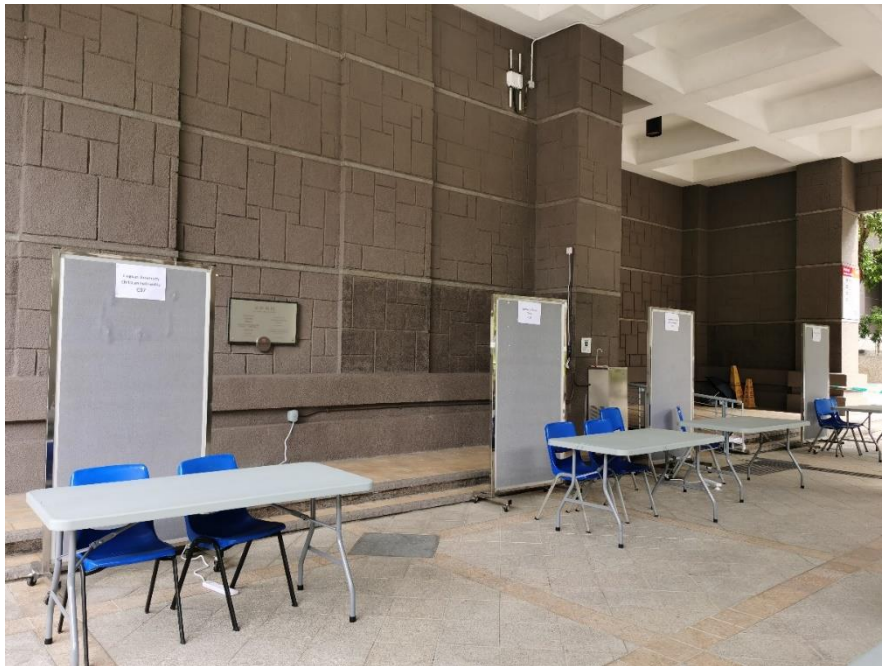
Total number of booths: 44
R01-R11: reserved by OSA



32 booths available on a first-come-first-served basis!

Furniture for Each Booth

- ONE display board
*(Zone A and Zone B: horizontal notice board size 183cm(W)x122cm(H);
Zone C: vertical notice board size 91cm(W) x 183cm (H))*
- ONE table
- Two Chairs
- Power supply (upon request)



Regulations and Guidelines

Promotion Booths

- 1) All applications are subject to approval by OSA
- 2) The booth location is based on the lot drawing result announced on the OSA website. Societies/ clubs/ teams are not allowed to change/transfer their booth/ booth location without prior approval from OSA.
- 3) Societies/ clubs/ teams should carry out their promotion activities within their booth areas only.
- 4) Societies/ clubs/ teams should be respectful of other societies/ clubs/ teams and should act in a safety manner when setting up large-size promotion pops, banners, music or any other form of promotion.
- 5) Societies/ clubs/ teams should not force students to enrol in any societies, clubs or teams.

Regulations and Guidelines

- 6) Societies/ clubs/ teams should explain the purposes of collecting personal information during member recruitment and handle students' personal information in accordance to the University policy and Personal Data (Privacy) Ordinance.
- 7) Societies/ clubs/ teams should handle and collect the membership fees carefully to avoid any disputes and conflicts.
- 8) All materials of the booth should be for promotion of the society only. The booths should NOT involve any unlawful, offensive and indecent information, activities, speech or images. NO commercial activity should take place in the promotion booth.
- 9) OSA reserves the rights to stop the promotion activities of the booths immediately if societies/ clubs/ teams do not comply with the above regulations and guidelines or with any act to disrupt the event. Students involved are subject to disciplinary actions.

Regulations and Guidelines

Performances

- 1) Duration of each performance should not be more than 8 minutes.
- 2) All performing groups are required to attend the rehearsal **between 2pm and 5pm on 7 September 2023 (Thu)** at Wing On Plaza.
- 3) The performance rundown will be confirmed by OSA in late July 2023. Email notification will be sent to all performing groups.
- 4) Performing groups should submit the performance rundown and details to OSA for approval in advance. Performing groups should submit their background music (if any) to OSA in MP3 format by **24 August 2023**.

Contingency Plan

- ▶ In case of bad weather, the performances will be held at the Kin Sun Square (Skylight). All the promotion booths at Wing On Plaza (Zone C) will be moved to Zone A and Zone B.
- ▶ In case of a possible Typhoon Signal No.8 or above or with Black Rainstorm Warning signals, OSA will inform all students of the contingency and arrangement as soon as practicable.

Enquiries

Ms Joey Leung

Email: joeyl@ln.edu.hk

Tel: 2616 7302

Mr Jason Chau

Email: jasonchau@ln.edu.hk

Tel: 2616 7310

Website:

<https://www.ln.edu.hk/osa/outside-classroom-learning/campus-wide-events>