

## Application for Posting e-Banner on Alumni Website

### Notes:

- The purpose of the e-banner is to promote events/activities of Subject Alumni Groups on HKU SPACE Alumni website (<http://alumni.hkuspace.hku.hk>).
- e-Banner can be displayed in either one of the following two styles: 1) Text - name of Subject Alumni Group and the activity to be promoted (activity name should be less than 50 single-byte letters/ characters) or 2) jpeg file - a size '674 pixel (width) x 193 pixel (height)' provided by the Subject Alumni Group.
- The e-banner hyperlinks a landing page. Both the e-banner and the landing page should be bilingual/ with separate Chinese and English versions and prepared by the respective Subject Alumni Group.
- The e-banner content should be sent to IAU-Alumni Affairs & Development Office at least 7 days before the proposed posting date / 7 days before the event date.
- Posting criterion is based on the nature of activity and application is handled on a first come first serve basis.
- Normally, an e-banner can be posted for two months at most. IAU-Alumni Affairs & Development Office may consider other arrangements for special requests from Subject Alumni Group.
- IAU-Alumni Affairs & Development Office reserves the right to delete posting without notice at our own discretion should an e-banner or content of landing page be deemed unsuitable or inappropriate.

### A. TO BE COMPLETED BY THE SUBJECT ALUMNI GROUP

(\* Delete as appropriate)

1. Name of Subject Alumni Group:	(English)	
	(中文)	
2. Contact person information -		
Name:	Prof / Dr / Mr / Ms *	
Email:		
Phone:		
3. Name of activity to be promoted:		
	(English)	
	(中文)	
4. Brief introduction or objective(s) of the activity:		
5. Please select either one display style:		
		<input type="checkbox"/> Text <span style="margin-left: 100px;"><input type="checkbox"/> jpeg *</span>
(* Note: If you are choosing jpeg, please send the jpeg file to <a href="mailto:alumni@hkuspace.hku.hk">alumni@hkuspace.hku.hk</a> , together with this form)		
6. Hyperlink of e-banner	(English)	
(website/ html/ e-flyer):	(中文)	
7. Proposed posting date:		to
8. Remarks (if any):		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### B. TO BE COMPLETED BY IAU-ALUMNI AFFAIRS & DEVELOPMENT OFFICE

- Approve for posting: ☐ Yes ☐ No
- If no, please specify the reason(s):  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_