

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 '246 pixel (width) x 80 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 OIA-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, e-banner can be posted for two months at most. OIA-Alumni Affairs & Development Office may consider other arrangements for special requests from Subject Alumni Group.
- OIA-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: Text jpeg *
(* Note: If you are choosing jpeg, please send the jpeg file to alumni@hkuspace.hku.hk, 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 OIA-ALUMNI AFFAIRS & DEVELOPMENT OFFICE

1. Approve for posting: Yes No
2. If no, please specify the reason(s): _____

Approved by: _____

Date: _____