



Application Notes

Please read the following information carefully before submitting your application:

1. All of the activities will be conducted in either Cantonese or English.
2. The teacher(s)-in-charge is/are required to attend a pre-lab meeting at least one month before the event date at our headquarter, Ho Yu College and Primary School to confirm the details of the event in order to prepare teaching materials accordingly.
3. Teachers-in-charge must ensure students follow the instructions of the MobileLab Teaching Staff and properly use lab equipment. If any equipment is damaged due to mishandling of students, the Program reserves the right to take necessary actions.
4. The Program staff will take photos during the event and send the photos to the teacher-in-charge. Photographs of participants will be used by the Program for educational or promotional purposes.
5. The Program reserves the copyright of all teaching materials. During the event, no voice recording, photographing or video recording is allowed.
6. The Service Fees are normally revised by late July, and will be updated on the official website. Should you have any inquiries, please contact us before application. A quotation will be sent to the teacher-in-charge upon receipt of application form for confirmation of the service.
- 7. If the Education Bureau announces school suspension on the day of the event, or the event is cancelled due to urgent circumstances (i.e. bad weather, spread of infectious disease, social events or traffic conditions, etc), the Program will arrange a postponed date with the teacher-in-charge. The postponed date must be within the school year.**
- 8. Once confirmed, unless the Education Bureau announces city-wide school suspension, the reservation cannot be cancelled for free.**
9. In case of disputes, the Program reserves the right of final decision.

10. Arrangements under bad weather conditions can be referred to the following table
(Note: cancellation of the event will depend on announcements by the Education Bureau) :

Weather Conditions	Arrangements
Rainstorm or Thunderstorm Signal	
Amber Rainstorm Signal or Thunderstorm Signal	Event will be held as scheduled.
Red Rainstorm Signal	Event will be held as scheduled unless the Education Bureau announces school to be cancelled.
Black Rainstorm Signal	
<ul style="list-style-type: none"> ● Issued 3 hours before the event 	Event will be cancelled. MobileLab staff will get ready and stand-by after first discussing to postpone the event with teacher-in-charge (must contact teacher in charge first).
<ul style="list-style-type: none"> ● Issued during the event 	Event will proceed as scheduled.
<ul style="list-style-type: none"> ● Cancelled 3 hours before the event or changed to Amber or Red Rainstorm Signal 	Event will be held as scheduled unless the Education Bureau announces school to be cancelled.
Tropical Cyclone Warning Signal	
Tropical Cyclone Warning Signal 1 or 3	Event will be held as scheduled.
Tropical Cyclone Warning Signal 8 or above	
<ul style="list-style-type: none"> ● Issued 3 hours before the event or when the Observatory considers issuing higher warning signals 	Event will be cancelled. MobileLab staff will discuss postponing the event with teacher-in-charge.
<ul style="list-style-type: none"> ● Issued during the event 	Event will be cancelled.
<ul style="list-style-type: none"> ● Cancelled 3 hours before the event or changed to Tropical Cyclone Warning 3 or below 	Event will be held as scheduled unless MobileLab Staff, teacher-in-charge, event organizers or the Education Bureau announces school to be cancelled.

11. Reschedule or Cancellations of the Program:

	Rescheduling	Cancellation
The Education Bureau announces city-wide school suspension	Free of charge (the rescheduled date should be within the same school year)	Free of charge
Urgent circumstances (i.e. bad weather, spread of infectious disease, social events or traffic conditions, etc),		10% of the total service charge for administrative costs, as well as additional course fees (only applicable for advanced experiments).
Non-urgent circumstances		