

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		



Sik Sik Yuen Biotechnology Mobile Laboratory Program

c/o Ho Yu College and Primary School (Sponsored by Sik Sik Yuen)

4 - 6 Kin Tung Road, Tung Chung, Lantau Island, N.T., Hong Kong SAR

Tel: 2109-1001 Fax: 2109-2002 Website: <http://mobilelab.hoyu.edu.hk>

Registration Form for the BML Program

We are pleased that you are interested in using the MobileLab for your students. We would like to collect some information from your School, which would facilitate our planning and operation when we deliver the MobileLab to your School for biotech education. **Please read the application notes before application.** If you would like to book the MobileLab for your school, please fill in the two-page form below and return it to us for record and reference. Details of the Courses and Activities offered could be found and downloaded from our website.

A. School Information: (*Please circle one)

School Name:	(English)	(Chinese)
School Address:	(English)	(Chinese)
School Type:	*Government Aided Non-Aided: DSS / International / Private / Others: _____	School District:
School Tel. No.:		Fax No.:
Name of Principal:	*Dr./Mr./ Ms. (English)	(Chinese)
Name of Teacher-in-charge:	*Dr./Mr./ Ms. (English)	(Chinese)
Email Address:		Contact No.:

B. Eligibility Criteria for the BML Program: (*Please circle one)

1. Does your School have parking space on campus for a 12-metre (40-ft) bus?	*Yes / No
2. Are there any electrical power outlets near the parking spot? How far from it?	*Yes / No _____ m
3. Does your School provide 24-hr security?	*Yes / No
4. Are there any teachers at your School trained by Sik Sik Yuen Biotechnology Mobile Laboratory Program? *Yes / No	Name(s) and Year of Training:
5. How does your School offer Biology in the NSS Curriculum? As:	*½ X / 1X / 'Not Offered'
6. Which electives in the NSS Biology curriculum will your School offer? A. Human Physiology; B. Applied Ecology; C. Microorganisms and Humans; D. Biotechnology	In 2018-2019 *None / Undecided / A / B / C / D In 2019-2020 *None / Undecided / A / B / C / D In 2020-2021 *None / Undecided / A / B / C / D



Authorized and signed by the Principal

Date of Registration

School Chop

*** Please return the completed Registration Form to bml@hoyu.edu.hk or by fax to 2109-2002. Thank you for registering in the BML Program.



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Application Form for the BML Program

To: BML Program

The undersigned would like to book the use of the **MobileLab** for biotech education at the School. Details of the Biotech Education Program to be offered on the MobileLab are as follows:

School Name:	(English)	(Chinese)
Name of the Teacher-in-Charge:	*Dr./Mr./ Ms. (English)	(Chinese)
Email Address:		Contact No.:

Proposed Biotech-on-Board Program (Biotech Education) to be offered on the MobileLab:

(Booking at least **THREE** months in advance.)

Date(s):			
Format of the Program:	No. of Days Requested: _____ *Seminar / Workshop / Biotech Day (Please circle the activities requested) Please note that as the MobileLab normally arrives at the School by 8:00 a.m. and the set-up takes about an hour, the first course can only start at 9:00 a.m. or later. Duration of the Program will be about 6 hours and detailed schedules established to maximize benefits to students.		
Courses / Activities Requested: (Please visit our website)	Sections: <i>Please specify Courses / Activities:</i> 1. Microbiology _____ 2. DNA Science _____ 3. General Science _____		
Classes of Students to use the MobileLab:	(1)	Name of Activity:	Level of Students: No. of Students: (** Max: 32 per class)
	(2)	Name of Activity:	Level of Students: No. of Students: (**Max: 32 per class)

** Exception: For advanced experiments, the number of students would have to be scaled down to 30.

Authorization of this Application by the School Principal:

(School Chop)	Principal's Signature:	
	Principal's Name:	
	Date:	

Notes from the BML Program:

Please send in the completed Application Form by email (bml@hoyu.edu.hk) or by fax to 2109-2002. We will contact the Teacher-in-Charge upon receipt of the Forms. We confirm the application only when the MobileLab can park inside the school, and arrange a **mandatory Pre-Lab Meeting** with the Teacher-in-Charge at our **Headquarter** (Ho Yu College and Primary School) in Tung Chung at least two months in advance to discuss the details of the Program.

(Teacher-in-Charge's Signature)
