

## **Instructions for the Use of Innovative Technology Education Platform of the Centre of Educational Resources (CRE)**

### **1. Notes for application:**

- 1.1 Eligible local higher and non-higher education institutions (the “applicant entities”), may apply to use the “Innovative Technology Education Platform” of the Centre of Educational Resources (CRE) to hold exhibitions;
- 1.2 Exhibitions must be non-profit scientific and technological teaching result demonstrations which are targeted for teachers and students;
- 1.3 The applicant entities must be the organizers of related exhibitions, and if necessary, the DSEDJ can be the collaborating organizer which provides resources and coordination assistance;
- 1.4 The themes of the exhibitions must be in line with the education policies of the Macao SAR Government, including especially the education policies and plans, creative and technological education (including STEM education), artificial intelligence education, smart teaching, electronic interactive teaching, etc.;
- 1.5 Exhibitions are divided into on-site exhibitions and online exhibitions;
- 1.6 The DSEDJ provides the following resources and services for exhibitions:
  - 1.6.1 There are eight small display windows in the exhibition hall, which can display eight to sixteen teaching cases;
  - 1.6.2 Produce exhibition banners, exhibition preface, provide graphic design of exhibition boards, description boards and provide technical opinions for the exhibition activities;
  - 1.6.3 Disseminate information about the activities to the media, higher education institutions, non-higher education schools and education associations;
  - 1.6.4 Promote the exhibitions on the DSEDJ website, CRE website, IT Education website and on the screens at CRE;
  - 1.6.5 Online exhibition service on the IT Education website;
  - 1.6.6 Provide basic equipment, including small display boxes, large display boxes, exhibition venue facilities, venue sound system, etc.
- 1.7 The duration of each exhibition is around 2 to 3 months, which can be extended or shortened according to the real situation;
- 1.8 Venue decoration or installation will take 1 to 2 working days, while demolition and departure work will take 1 working day.

## **2. Notes for application:**

- 2.1 Applicant entities first enquire and make bookings through telephone or email;
- 2.2 Applicant entities must submit to CRE of the DSEDJ, by the deadline, the completed and stamped “Application Form for Equipment and Venue” (attachment). Overdue may result in cancellation of the booking.

## **3. Notes on application:**

- 3.1 In every June, applications for exhibitions hosted in the following year are accepted. Bookings are made on a first-come, first-served basis until all exhibition slots are booked;
- 3.2 An applicant entity can make more than one exhibition booking in one financial year, and if the venue is available, more than one exhibition can be held by the same applicant entity;
- 3.3 If the applicant entities hold exhibitions on the “Innovative Technology Education Platform” but do not comply with the rules defined in this “Instructions”, their exhibition applications will be cancelled.

## **4. Rules to be observed by approved applicants:**

- 4.1 Successful applicants of “Innovative Technology Education Platform” must submit the objectives, themes, names and elements of the exhibitions to CRE five months in advance of the exhibitions;
- 4.2 Inform in writing the CRE, at least 4 months in advance, of any change or cancellation of the approved exhibitions;
- 4.3 Installation, decoration and demolition of the exhibitions can be carried out during the opening hours of CRE, from Monday to Friday;
- 4.4 If you need to put up installations other than the exhibits at the exhibition hall, you must inform CRE in advance through email, providing relevant information (e.g., object descriptions, purposes, etc.) or pictures of the installations. After gaining the consent of CRE can such installations be put up;
- 4.5 If there are arrangements for media interviews, you must inform CRE by email in advance for authorization;
- 4.6 If necessary, the organizer may, at the same time, book the “Zizhan Gallery” and the “Innovative Technology Education Platform” for exhibitions. The opening ceremony can be held at the “Zizhan Gallery” from Monday to Friday, during the opening hours of CRE;
- 4.7 The exhibition windows in the exhibition hall must not be sealed.

## **5. Maintenance of equipment and exhibits:**

- 5.1 The applicant entities are responsible for ensuring the correct use of the venue and equipment provided and for cleaning them after the exhibitions. In the event of damage or loss, compensation according to the price and written explanation are required;
- 5.2 It is suggested that the applicant entities purchase value and third-party insurances for valuable exhibits, so that the entities can deal with damages and losses of exhibits during the exhibition and transportation, as well as any other losses or accidents that result from the exhibition.

## **6. Disclaimer:**

- 6.1 The DSEDJ is not responsible for any damage or theft of exhibits during the exhibition;
- 6.2 The DSEDJ is not responsible for any damage and accident that result from exhibition activities.

## **7. The DSEDJ reserves the following rights:**

- 7.1. The right to take back the venue being lent out;
- 7.2. The right to revise the content of this “Instructions” and the right of final interpretation of it.

## **Enquiries and applications:**

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