Dear Recipient of the Student Enrichment Activities (SEA) Fund,

Congratulations to your successful application for the Fund! In addition to offering you a subsidy, the Secretariat of the Fund would also assist you in the publicity of your project activities in the following ways:

Issuance of one mass email:
- The email will only be sent to the target group(s) of participants, e.g. undergraduate students, postgraduate students, and/or staff.
- The email should be text-based, concise (within 250 words), and with all the key information including an email contact for enquiry. Email attachments, graphics, images are not supported.
- The content should be emailed to seaf@ust.hk. Under normal circumstances, the email will be issued within five working days upon receipt. The Secretariat reserves the right to modify the contents without notice or decline inappropriate messages.

Facebook-posting:
- The promotional materials and message should be emailed to seaf@ust.hk for request of posting. Under normal circumstances, the post will be uploaded to SEA Fund Facebook Page (http://www.facebook.com/hkust.seaf) within two working days upon receipt. The Secretariat reserves the right to modify the contents without notice or decline inappropriate messages.
- The video should be uploaded to online platform in advance and sent the link to the Secretariat for posting.

Web-posting:
- The information will be posted at a designated location on the SAO website.
- The web-content should be text-based and should follow the preset template (Refer to Annex 1 on page 2 for Template with sample information).
- The completed template should be emailed to seaf@ust.hk in MS Office Word (file format: .doc). Under normal circumstances, the web content will be posted within 5 working days upon receipt. The Secretariat reserves the right to modify the contents without notice or decline inappropriate messages.

Poster-posting:
- Posters by recipients are required endorsement of the Secretariat and only allowed to post on the “Public Notice” boards. Please submit 10 hardcopies to the Secretariat (Rm 5016, Student Affairs Office, via lift 3; Miss Tracy Leung) for endorsement.

Endorsement of booking facilities and equipment for promotion and recruitment:
- The Secretariat will be a sponsor for activities approved by the Fund.
- With the Secretariat’s endorsement, you may reserve campus facilities and equipment for holding your activities, subject to rules and conditions of the offices responsible for campus resources.
- Usage of facilities and equipment must conform to regulations and guidelines set by respective offices. Any violation will result in termination of booking rights and penalties as stated in the regulation.
We strongly encourage that you notify the Secretariat early in writing to arrange for the support.

Please direct all enquiries to seaf@ust.hk.

Sincerely,
Student Affairs Office
Secretariat of the Student Enrichment Activities Fund
Annex 1: Template for submission of Web-posting on Student Affairs Office’s Website
(sample information including on the column on the right in italics)

<table>
<thead>
<tr>
<th>Title of Project</th>
<th>FYS Seminar: Make an Impact by Caring and Serving</th>
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</table>
| Description (within 250 words e.g. objectives, missions, nature of activity, background of speaker, etc) | Service is the rent we pay for being. It is the very purpose of life, and not something you do in your spare time. - Marian Wright Edelman  

Education is not just about acquiring knowledge and preparing for a career. It is also about engaging the world in a meaningful way. As a young global citizen, you cannot truly grow and blossom without acknowledging the needs of your communities. This seminar will help you explore the deeper meaning of education and realize that learning and serving are actually part and parcel of each other.  

We are privileged to have Ms Olivia Wong and Mr Erwin Huang to share with us their service experience and discuss how they continue to serve, even when they are leaders in their own profession.  

Olivia Wong is the General Manager, Leadership Development at John Swire & Sons (HK) Ltd. She has extensive experience in leadership training for management trainees in a multinational company.  

Erwin Huang is the former CEO of a listed company and a graduate of Boston University. He has worked in Silicon Valley in the US and Japan, and has also run websites and businesses in the software and publishing industries. Nowadays, Erwin is a serial entrepreneur and leader in social enterprise eLearning.  

In the end, you will discover that serving and leading are actually two sides of the same coin – and in fact, future leaders need to learn to serve first.  

See you there! |

<table>
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<th>Date</th>
<th>19 Sep 2011 (Mon)</th>
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<tbody>
<tr>
<td>Time</td>
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<tr>
<td>Venue</td>
<td>LT D, HKUST</td>
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<td>Registration methods</td>
<td>Click here to register</td>
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<tr>
<td>Registration Deadline</td>
<td>16 Sep 2011 (Fri)</td>
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<tr>
<td>Enquiry (email contact)</td>
<td><a href="mailto:connect@ust.hk">connect@ust.hk</a></td>
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<tr>
<td>Further information (e.g. web link)</td>
<td>Biographies of Olivia Wong &amp; Erwin Huang</td>
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