

Checklist for Submission of Nomination

Please use the checklist below to make sure you have completed the nomination forms and enclosed all the documents required before submission:

- 1. Have you completed Section I of the Nomination Form including the reflection on teaching in not more than 15 pages?
- 2. Have you (including each member of your group) signed the declaration (page 5 of the Nomination Form)?
- 3. Have the nominator and seconder(s) completed and signed Section II and Section III of the Nomination Form respectively.
- 4. Have you submitted the Nomination Form in triplicate including the original with signature?
- 5. Is the video recording submitted burned in “wmv”, “mpeg” or “mpg” format?
- 6. Have you attached the related year plan/ teaching schedule of the previous school year (2010/11)?
- 7. Have you submitted all nomination materials (including forms, appendices, videos and supplementary information (if any)) in triplicate?
- 8. Return the nomination to : The CEATE Secretariat,
17/F, Murray Building, Garden Road,
Central, Hong Kong.

Deadline for Submission of Nomination : by 6:00 p.m. on 7 October 2011

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