

Checklist for Submission of Nomination

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

- ☐ 1. Have you completed Section I of the Nomination Form including the reflection on teaching practices in not more than **10** 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 clip submitted burned in “wmv”, “mpeg” or “mpg” format?
- ☐ 6. Has the supplementary information (up to a maximum of 50 pages in a single file) together with an index page been stored in one DVD/CD?
- ☐ 7. Have you submitted the completed Nomination Forms, the reflection of teaching practices and the DVDs/CDs (which contain video clip, year plan/ teaching schedule and supplementary information, if any) in triplicate?
- ☐ 8. Return the nomination to : The CEATE Secretariat
11/F, Wu Chung House, 213 Queen’s Road East,
Wan Chai, Hong Kong.

Deadline for Submission of Nomination : by 6:00 p.m. on 2 October 2015

Enquiries

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