

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 **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 recording submitted burned in “wmv”, “mpeg” or “mpg” format?
- ☐ 6. Have you attached the related year plan/ teaching schedule of the previous school year (2013/14)?
- ☐ 7. Has the supplementary information (up to a maximum of 50 pages) together with an index page been stored in one CD?
- ☐ 8. Have you submitted all nomination materials (including nomination forms, year plan/ teaching schedule, CD containing video clips of lesson/activity and CD containing the supplementary information, if any) in triplicate?
- ☐ 9. 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 3 October 2014

(For postal nomination, date of the stamp chop will be used as the submission date.)

Enquiries

Tel. : 2892 5782

E-mail : ate@edb.gov.hk