

Checklist for Submission of Nomination Materials

Please use the checklist below to ensure all the required nomination materials are properly prepared before submission :

- 1. Have you submitted the below nomination materials in **triplicate**?
 - (a) Printed copy of completed Nomination Form (Part A and Part B)
 - (b) Printed copy of the reflection of teaching practices
 - (c) The USB which stores the materials below:
 - (i) Reflection of teaching practices (in Word format)
 - (ii) Video clip of a lesson or an activity, with relevant outline
 - (iii) Year plan/ teaching schedule of all levels in 2020/21 school year
 - (iv) Supplementary information and its index page, if any
- 2. Have you (including each member of your group) completed Section I of the Nomination Form Part B and signed the declaration (page B-4 of the Nomination Form)?
- 3. Have the nominator and seconder(s) completed and signed Section II and Section III of the Nomination Form Part B respectively?
- 4. Have you submitted the Nomination Form in triplicate including the original with signature?
- 5. Is the video clip in “avi”, “wmv”, “mpeg”, “mpg” or “mp4” format?
- 6. Has the supplementary information (up to a maximum of 50 pages in a single file including an index page) been stored in the USB?
- 7. If you submitted Part A of Nomination Form via GovHK, have you quoted the Reference number of the submitted e-Form on the cover of the envelope?
- 8. Return the nomination to: **CEATE Secretariat**
Room 1107, 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 4 October 2021

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