

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 Forms (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 2019/20 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 12 November 2020

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