

THE UNIVERSITY OF HONG KONG

Guidelines on the Use of Notice Boards

Managed by the Co-curricular Support Office (CCSO)

1. Registered student societies may post posters on any free space on notice boards managed by CCSO. The list of notice boards and their locations can be found on CCSO's website.
2. All posters must be endorsed by CCSO with an official chop and the validity date. Student societies shall submit posters to CCSO 1 working day in advance for endorsement.
3. Each student society may post a maximum of 20pcs A2-sized posters, or 40pcs A3-sized posters or posters with equivalent dimensions and quantity for a 14-day period once in a calendar month.
4. Each student society shall post only 1pc A2-sized poster or 2pcs A3-sized posters or poster with equivalent dimensions and quantity on each notice board.
5. Each student society shall post posters related to its own society and activities only.
6. Only pins or staples should be used for posting on the notice boards. Glue and tape are strictly prohibited.
7. Postings shall not cover other posters or extend beyond the borders of the notice boards.
8. When posting posters on campus, student societies need to beware of the society's name and logo printed on the posters which must be consistent with their registration with CCSO. This arrangement applies not only to the textual presentation, visual image presentation but also to any QR code(s) or other redirected link(s) included in the posters. Any posting of posters on campus with other improper association(s) will be removed without prior notice and the student societies concerned may also subject to de-registration from CCSO.
9. Unauthorized postings will be removed without prior notice.
10. If student societies are found to be in violation of the guidelines, CCSO reserves the right to suspend their use of notice boards. The period of suspension will be determined solely by CCSO.

Co-curricular Support Office, The Registry

January 26, 2022

amended May, 2023