



HONG KONG SCHOOLS MUSIC AND SPEECH ASSOCIATION

香港學校音樂及朗誦協會

(The Association is incorporated with limited liability 本會為以有限責任形式成立為法團的公司)

7 Carmel Village Street, 2nd Floor, Homantin, Kowloon, Hong Kong 香港九龍何文田迎密村街七號三樓

Telephone 電話: 2761 3877 Fax 傳真: 2761 9995 Website 網址: <http://www.hksmsa.org.hk>

72nd Hong Kong Schools Speech Festival - English Speech Circular No. 2

To : Members / Teachers Responsible for the Speech Festival

Date : 25 August 2020

1. Video Submission Mode for the 72nd Hong Kong Schools Speech Festival

In view of the uncertainty over the evolvement of COVID-19, the Association has adjusted the mode of the 72nd Speech Festival from live performances to “Video Submission Mode”. Except that the performances are presented in videos, the design of the competition is essentially unchanged. All Rules and Regulations are applicable in “Video Submission Mode” (except those strictly for live performances). There is no change to the method in grouping for each competition and the scheme of awards and marks. Adjudicators will adjudicate the videos according to the existing judging criteria. Members should pay attention to the following:

- Competitors are required to prepare the video of their own performance according to the prescribed format.
- Competitors are required to submit the video URL by completing an on-line submission form before the submission deadline.
- The mark sheets and pennants will be collected by members for distribution to their students.

1.1 Below is the plan of the “Video Submission Mode” (the asterisk* denotes updates / new procedures of the Speech Festival this year):

	(a) Submission of entry forms by members within enrolment period: <ul style="list-style-type: none">• On-line Enrolment: 1 September to 14 October 2020 (5:00 p.m.)• Enrolment in Person: 1 to 25 September 2020 (5:00 p.m.)
*	(b) After completing the enrolment, members can log in to the Member’s Area on the Association website to download the payment receipts: <ul style="list-style-type: none">• via On-line Enrolment: 21 October 2020 onwards• via Enrolment in Person: 30 September 2020 onwards
*	(c) Entry Form Receipts (EFR) and Competition Notifications (CN) will be available for members to download from the Association website from 2 November 2020. Members should distribute these two documents to their students for completing the designated on-line “Video Submission Form”.
	(d) Competitors can refer to the Competition Grouping Arrangement (Festival Timetable) on the Association website for competition details. Application for alteration should be made in person during 2 and 9 November 2020 (5:00 p.m.).
	(e) Competition Grouping Arrangement (Festival Timetable) - Revised Version will be available on the Association website from 13 November 2020.
*	(f) Competitors video-record the performance.



*	(g) Competitors upload the video to YouTube and set it as “ Unlisted ”. Name the video title according to the prescribed format and retrieve the URL of the video.
*	(h) With the Reference Number and the Validation Code on the Competition Notification (CN), competitors fill out and submit the designated on-line “Video Submission Form” during 16 November (10:00 a.m.) and 30 November 2020 (5:00 p.m.).
*	(i) After the deadline of video submission, the Association compiles the URL of the videos and notifies the members of the status of the video submission. The URL of the videos will be sent to the adjudicators according to the competition grouping.
*	(j) Adjudicators receive the URL of the videos by the competition groups, adjudicate the videos according to the existing judging criteria and give comments and marks / placings (if any).
*	(k) The Association compiles the mark sheets and the results of the competitions.
*	(l) Members can download their students’ results from 5 February 2021 onwards from the Members’ Area on the Association website, and bring along their valid original membership cards to collect the mark sheets, pennants and prizes (if any) at the Association office from the same date.
	(m) The Winner’s List will be released on the Association website in April 2021.
	(n) Certificates can be collected by members during April and June 2021 (Prior booking by members has to be made on the Association website).

1.2 Support from the Association:

1.2.1 The Association will prepare videos and manuals to introduce the new mode, the shooting tips, the uploading procedures and the completing of “Video Submission Form” for competitors’ reference. Please pay close attention to the latest news on the public page “[Special Arrangement for 72nd Hong Kong Speech Festival](#)” on the Association website. Members and competitors are also encouraged to visit the “Frequently Asked Questions (FAQ)” on the webpage.

1.2.2 The Association will also set up some technical support centres to assist participating students who have difficulties in uploading videos and filling the on-line submission form during the submission period. In line with the crowd control measures at the centres, members/ parents / competitors have to register for the service in advance on the Association website. The registration will start at 10:00 a.m. on 9 November 2020.

1.2.3 For enquiries on the “Video Submission Mode”, please contact us at the designated hotlines 9532 7304 or 9189 9367.



- 1.3 As the “Video Submission Mode” of the Speech Festival is new to the students, the Association wishes to appeal to all members to provide training as well as technical support to their students as far as possible and encourage their participation in the Festival.

2. Syllabus

- 2.1 The English Speech Syllabus has been posted on [the Association website](#). The printed copy of the Syllabus will be available for collection at the Association from 26 August 2020 by members upon presentation of their valid original membership card. **The Guidance Notes of “Video Submission Mode” are set out in the Annex 7 of the Rules and Regulations. Please pay special attention to the notes.**
- 2.2 The schedule of the Festival events has been adjusted under the “Video Submission Mode”. Please refer to “[Important Dates to be Noted \(Video Submission Mode\)](#)” as at 4 August 2020 for the updated schedule.

3. Speech Festival – Important Notes

- 3.1 As the Rules and Regulations are revised every year and so are the class descriptions spelt out in the Syllabus, members are strongly advised to go through both the Syllabus and the Rules and Regulations (including Annexes 1-7) to understand the requirements before enrolment and remind the competitors, teachers and parents to do so.
- 3.2 If competitors are found to have violated the Rules and Regulations, whether before, during or after the competition, the violation may result in:
- disqualification – the competitors are not permitted to participate in the competitions; or
 - the competitors may participate in the competitions and be given comments, but they will not be awarded any marks or certificates; or
 - the competitors may participate in the competitions but the marks will be affected.
- 3.3 Syllabus Amendment:

Class	Amendment
U / E / K / Y 40 Solo Verse Speaking, Non-Open - Secondary 2, Girls <i>What’s my Name? by Roger Stevens</i>	Line 4 of the poem should be: In your maths book I’m the page of sums where every



4. Set Pieces

- 4.1 Members / Competitors must make their own effort to obtain the set pieces for the competitions. The sources with details such as the publisher and the ISBN number are given in the Syllabus.
- 4.2 To facilitate members' / competitors' search for set pieces / books, two book lists - one for Primary School classes, and one for Secondary School classes are posted on the Association website.
- 4.3 Copies of set script / text of certain classes are obtainable from the Association with a handling fee. This is indicated in the class description of such classes. Please refer to the Syllabus.
- 4.4 Members should ensure the version of set pieces used by their students for competition purpose is identical to the version set in the Syllabus.
- 4.5 The Association keeps the set pieces for members' reference. To reduce the risk of the spread of the COVID-19 in the community, the Association office has maintained limited services starting from 16 July 2020. The provision of "Checking English Speech Competition Materials at the Association office" has been cancelled. Members can find the details of the set piece in the class descriptions in the Syllabus. For enquiries, please contact us at 2761 3877 or via "Contact Us" on the Association website.

5. Enrolment

5.1 On-line Enrolment

In order to avoid overcrowding and reduce the risk of the spread of the COVID-19, we strongly encourage members to use the [On-line Enrolment System \(OES\)](#) for enrolment. Members can submit e-entry forms for students via the registered OES administrator account. Members who have changed their registered email address or newly registered with the OES will receive the system login information and user guide through the registered email account (for the latest version of the user guide, please refer to the version dated 19 August 2019). Please follow the guidelines for on-line enrolment. If you have not received the login information, please check the spam folder of your email account, or you can contact the Association.

On-line enrolment will start from 10:00 a.m. on 1 September 2020 and end at 5:00 p.m. on 14 October 2020. Deadline for submission of cheque payment is 15 October 2020. Payment sent by post must be postmarked no later than 15 October 2020. Members can log in to the Member's Area of the Association website to download the payment receipts from 21 October 2020. To avoid mail delay, please make sure that the mail items bear sufficient postage by weight and mail format of the Hongkong Post. Any mail with insufficient postage will not be collected by the Association at the post office.



Support measures of the OES include:

- The “[OES Technical Support and Exchange Platform](#)” is available for members to exchange tips on using the OES and raise questions.
- Guidelines and demo videos of OES are also available in the Member’s Area on the Association website.

For enquiries on OES, please contact us at the designated hotlines 6548 5466 or 6536 4641. The hotlines are available until 30 November 2020.

5.2 Enrolment In Person

5.2.1 Members can download the entry forms (printable versions) and other enrolment documents from the Association website with their membership number and password. Be sure to study the Enrolment Reminder given on the entry forms. The completed entry forms must each bear the school chop (for School Members) and signature of the Principal or Associate Member. The Association may reject an entry form that fails to meet such requirement.

The entries submitted in person will be accepted from 1 September 2020 to 5:00 p.m. on 25 September 2020. Members are strongly advised to submit the entries as early as possible.

5.2.2 The Association will simplify the procedure of enrolment in person to reduce mass gathering at the Association and the time spent on the office premises during the enrolment period of the Speech Festival. The Association staff will initially check the membership card and issue a confirmation slip to the member or the delegated person right away to acknowledge receipt of application documents. The Association will contact the member if there is any problem with the application documents. When the application procedures are completed, members can download the payment receipts from Members' Area of the Association website from 30 September 2020.

5.3 Submission of other information / documents

Competitors of certain classes have to submit other information / documents in addition to their entry forms such as Own Choice (OC) pieces. Such deadlines are given in the “[Important Dates to be Noted \(Video Submission Mode\)](#)”. Please refer to Own Choice Form published on the Association website on 26 August 2020 for the submission method.

5.4 Late entries

The entry submission deadlines must be strictly observed. Late entries will not be accepted regardless of the reason. If members have not completed the enrolment procedures, their students cannot enter the competitions. Any entry forms or documents already submitted to the Association will be destroyed without further notice.



6. Update of Festival News

6.1 Association Website

To provide members and competitors of the most updated information of the Festival, we have rearranged the webpage layouts on the Association website. The public page “[Special Arrangement for 72nd Hong Kong Schools Speech Festival](#)” has been created for presenting all information regarding the special arrangements for the Speech Festival due to the COVID-19 and details of the “Video Submission Mode”. Members and competitors may also check the news and competition information and download useful forms from the webpage of [Speech Festival \(English Speech\)](#).

6.2 Speech Festival Circulars

The Association issues circulars to members from time to time to provide them with important / updated information. Members should study each of them. With the membership number and the password, members can log in to the Member’s Area on the Association website to access the circulars any time.

7. Precautionary Measures Taken by the Association Office

To safeguard the health and wellbeing of the visitors and staff of the Association, the Association has enhanced the epidemic control measures at the Association Office:

- All visitors entering the Office must wear a mask
 - Temperature of the visitors will be taken
 - The Office provides alcohol-based hand sanitizer
 - One should not attend the Office in person if he or she is unwell.
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- The Association website: www.hksmsa.org.hk
 - New postings on the Association website are set at 10:00 a.m. of the date.
 - With the membership number and the password, members can log in to the Member’s Area on the Association website to access circulars at any time.

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