Notice Board Reallocation

(Biennial Exercise)

with effectiveness from Jan 2025

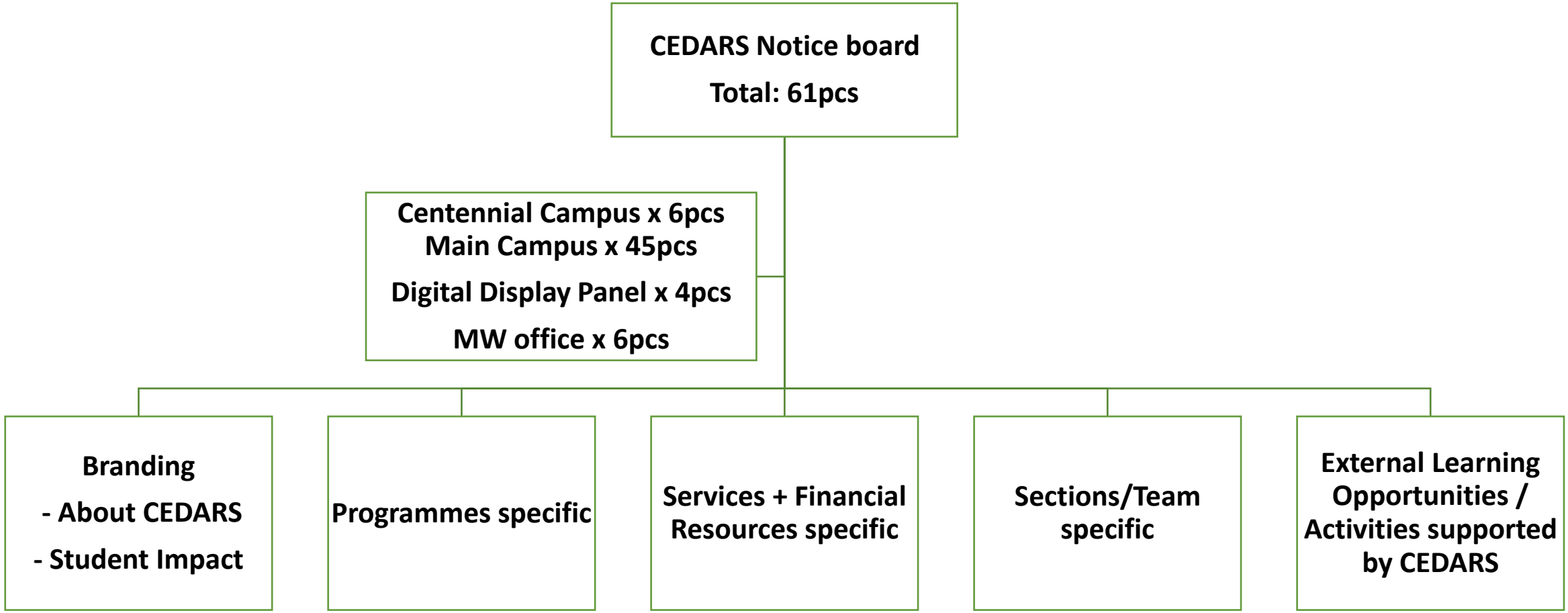
Updates on 14 Jan 2025

Objectives

- To organise coverage of CEDARS services and programmes around the campus
- To enhance CEDARS branding (One-CEDARS) and student impact

Updated

Overview of New Allocation



Key Services/ Programmes (Examples)

	Services and Financial Resources	Programmes
Dean's office		Student Impact (Student Host Programme, Recognition Ceremony) UNI-Y programmes
CL	Financial Resources Housing Catering Amenities Centre Support to student societies Support to Student Groups	Weeks of Welcome Financial Talk/ workshop
GE	Financial Resources (FACE Subsidy)	General Education Programmes
Careers	Careers	Careers
CoPE	Counselling SEN Financial Resources (FIFE Fund & K.B. Chen and Henry Chan Inclusive Education Fund)	Person Enrichment Programme Programme for Peer Support & Empowerment

Ownership and Responsibilities

	Branding	Services / Financial Resources / Programme Specific	Sections / Team Specific	External Learning Opportunities / Activities Supported by CEDARS
Ownership	Dean's office	Dean's office	Sections/Team	Dean's office
Board Design & Production	Dean's office	Dean's office	Sections/Team	Dean's office
Poster Design & Production	Dean's office	Sections/Team	Sections/Team	External parties
Put up	Dean's office	Office Assistant (twice per semester) Sections/Team (in between the submission time)	Sections/Team	All
Dismantling	Dean's office	Sections/Team	Sections/Team	All
Daily Maintenance	Dean's office	All	Sections/Team	All

Logistics for Central Notice Boards
(Services/ Financial Resources/ Programme Specific)

Submission by Sections/Team:
At least one poster in each board

Poster Update:
At least once per academic year

Sections/Team could replace the posters on the boards in between the submission time – given that Sections/Team shall only replace their current posters on board.

Fill out the excel by Sections/Team (3 weeks before posting)

→

Vetting by Dean's office (2 week before posting)

→

Poster Submission by Sections/Team (1 week before posting)

→

Put up by Office Assistant (working time: 1 week)

→

Dismantling by Sections/Team (as per the date written on the corner of poster)

Sections/Team have the responsibility to dismantle the expired posters on boards. If colleagues of other Sections/Team find expired posters on boards, they should notify relevant colleagues of relevant Sections/Team before dismantling.

Working Schedule

* We may need to adjust the week numbers / make the schedule flexible in future to fit semester commencement, as this is a peak time.

	1st Semester		2nd Semester		Summer Semester	
Submission of request (by filling out the excel)	2nd week of Aug	2nd week of Oct	Mid-Dec	2nd week of Mar	2nd week of May	2nd week of July
Vetting by Dean's office	3rd week of Aug	3rd week of Oct	Late Dec	3rd week of Mar	3rd week of May	3rd week of July
Poster submission	4th week of Aug	4th week of Oct	*1st / 2nd week of Jan	4th week of Mar	4th week of May	4th week of July
Posting	1st week of Sept	1st week of Nov	*2nd/ 3rd week of Jan (before /at semester commencement)	1st week of Apr	1st week of June	1st week of Aug

Branding (About CEDARS)

- **Overview of CEDARS services, resources and programmes (to be updated if necessary)**

Branding (Student Impact)

- **Showcase of student stories**

Branding (Student Impact)

- **Promotion of Students' achievement**

All Services + Financial Resources

All Programmes

Updated

(Sample)

External Learning Opportunities/ Activities Supported by CEDARS

Updated

(Sample)

Including,

- External learning opportunities
- Student groups/projects supported under “Support to Student Groups”
- Other departments’ activities

Sections/Team's Boards

- CEDARS banner is mandatory.
- Individual design is prepared by responsible Sections/Team
- A title for the board is required.
  e.g. Support for Non-Local Students / Campus Life / Careers and Placement / Counselling and Person Enrichment / General Education
- Word of "section" or "team" shall be omitted in the title

(Sample)

Centennial Campus (total: 6pcs)

G/F

CC 1 – Programmes

CC 2 – Services + Financial Resources

1/F

CC 3A – CL

CC 3B – CP

2/F

CC 4A – GE

CC 4B – CoPE

Run Run Shaw Podium (total: 9pcs)

RRS 1A – Programmes
RRS 1B – Services + Financial Resources

RRS 2 – ELO

RRS 3 – GE
RRS 4A – GE
RRS 4B – CoPE

RRS 5A – CP
RRS 5B – CL

RRS 6 – Branding

CYMAC (total: 8pcs)

G/F

CYM 1 – CoPE

CYM 2A – Programmes

CYM 2B – ELO

1/F

CYM 3A – CL

CYM 3B – Services + Financial Resources

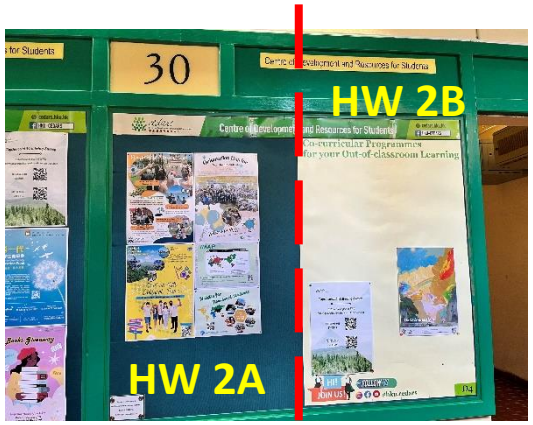
CYM 4 – CP

CYM 5 – CoPE

CYM 6 – GE

Haking Wong Building (total: 7pcs)

HW 1A – CP
HW 1B – CL



HW 2A – CoPE
HW 2B – GE

HW 3A – Services + Financial Resources
HW 3B – Programmes

HW 4 – Branding

FSCAC (total: 5pcs)

Updated

G/F

FSC 1 – Services + Financial Resources

1/F

FSC 2 – Programmes

2/F

FSC 4 – CL

1/F

FSC 3A – CP

FSC 3B – CoPE

1/F

KK Leung Building (total: 7pcs)

KKL 1 – ELO

KKL 2A – Services + Financial Resources
KKL 2B – Programmes

KKL 3A – GE
KKL 3B – CL

KKL 4A – CP
KKL 4B – CoPE

Main Building (total: 9pcs)

Updated

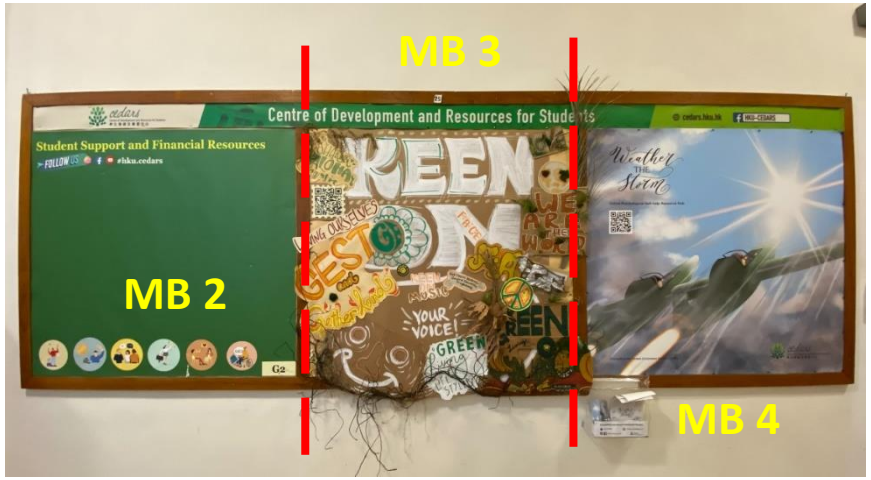
1/F

MB 8 – CoPE (SEN Office; New in 2024)

3/F

MB 1A – Services + Financial Resources

MB 1B – Programmes



MB 2 – CL

MB 3 – CP MB 4 – CoPE

2/F

MB 5 – GE

MB 6 – GE

MB 7 – Branding

MW (total: 6pcs)

3/F

MW 1A – CP
MW 1B – CL

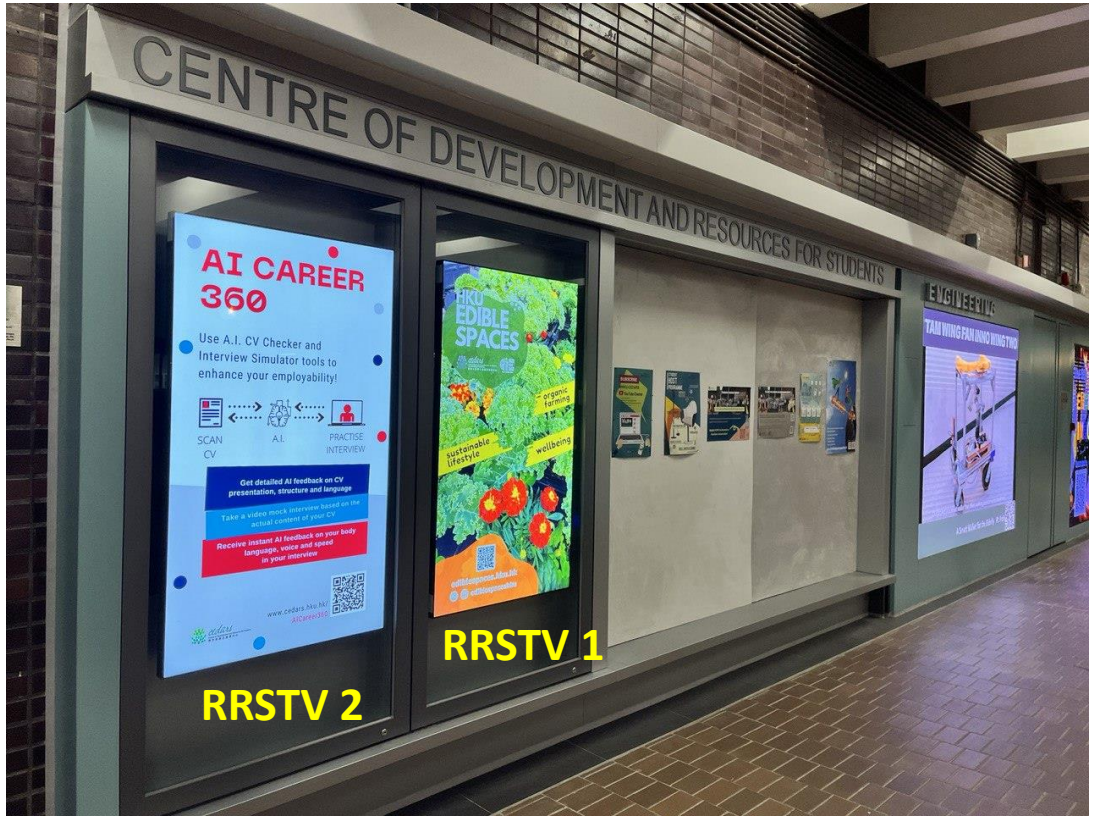
Inside office

MW 2 – Branding (Social Media)

MW 3 – Branding (Student Stories)

MW 4A – Services + Financial Resources
MW 4B – Programmes

Digital Display Panels at Run Run Shaw Podium, CEDARS Main Office and CoPE Office (total: 4pcs)



RRSTV 1 (TV Panel) → Services + Financial Resources
RRSTV 2 (TV Panel) → Programmes

MWTV 1 (TV Panel) → Programmes, Services + Financial Resources

MBTV 1 (TV Panel) → Programmes, Services + Financial Resources

Digital Display Panels at Run Run Shaw Podium, CEDARS Main Office and CoPE Office (total: 4pcs)

- Dimensions of e-poster images: 1080 (W) x 1920 (H) pixels
- File format of e-poster images: JPG, MP4
- Update frequency: Once per week
- Batch display period:
  - RRSTV 1 and RRSTV 2: Monday to Sunday, 08:30 – 21:30 (13 hrs)
  - MWTV 1 and MBTV 1: Monday to Friday, office hours
- Posters should be displayed for no more than 4 consecutive weeks
- Please upload files to the folder on TEAMS
- Cut-off time: Every Thursday at 10am
- A maximum of 6 Throughout-the-Semester Posters from each Section/Team is allowed
- Dean's Office will ensure the display of Throughout-the-Semester Posters at least once a month
- For more information about the Digital Display Panel, please refer to: https://www.cedars.hku.hk/ddp