

THE UNIVERSITY OF HONG KONG
Co-curricular Support Office, The Registry

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 accessed 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 one working day in advance for endorsement.
3. Each student society may post a maximum of twenty A2-sized posters, or forty 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 one A2-sized poster or two 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. Unauthorized postings will be removed without prior notice.
9. 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.

January 26, 2022