HONG KONG INSTITUTE OF VOCATIONAL EDUCATION  
(KWAI CHUNG) 

Evening Class Administrative Circular No. 2/05-06 

AV Services For Part-time Evening Lecturers

I wish to inform you that the Educational Technology Unit (ETU) at Kwai Chung Campus (Room 413) will be open for use by part-time lecturers from 9:00 a.m. to 5:00 p.m. on weekdays and from 9:00 a.m. to 12:00 noon on Saturdays, except Campus holidays, with effect from 12 September 2005. Users are required to show their part-time lecturer identity card and to sign the User Logbook when entering the Room.

2. Our Educational Technology Unit (ETU) can produce course-related OHP transparencies, binding and laminating, etc for part-time evening lecturers. All requests should be made by completing an appropriate form and sending it to the respective Departmental Evening Class Organiser / Education Technology Officer ONE WEEK before the materials are required. For technical support, please contact Mr. YU Wai-ming at 2612 3851 or e-mail to patyu@vtc.edu.hk. The form can be downloaded from ESU’s homepage (http://www.kc.vtc.edu.hk/)

3. Our technician from ETU will station in the campus to offer AV support for the part-time lecturers from 6:45p.m. to 7:30p.m. in the first two weeks i.e. 12 September to 23 September 2005. Lecturers should familiarize themselves with the AV equipment and the settings in the scheduled classrooms and lecturer theatres in these two weeks. After the first two weeks, there will be no more support from our ETU technician during the evenings.

( K. L. CHU )  
Principal  
Hong Kong Institute of  
Vocational Education (Kwai Chung)

KLC/VL/py
Encl.

Distribution: All Part-time Lecturers
c.c. HoDs, ECOs, ETO, EOI, ESU i/c, Centre Supervisor