到校外展活動（2027 年 2 月至 5 月）報名須知
Notes on Application for the Outreach Programme to Schools (February to May 2027)

申請手續及活動安排 Application Procedures and Activity Arrangements

1. 請將填妥的申請表格電郵至香港太空館青年節目組 hkspmyp@lcsd.gov.hk。**電郵標題：到校外展活動申請（學校名稱）**
Please email the completed application form to the Youth Programme Unit, Hong Kong Space Museum (the Museum) at hkspmyp@lcsd.gov.hk. **Email Subject: Application for Outreach Programme to Schools (School Name)**

2. 申請日期為 2026 年 11 月 13 日至 11 月 30 日。逾時申請恕不接納。
The application period is from 13 November to 30 November 2026. Late applications will not be accepted.

3. 活動名額以電腦抽籤方式分配，中籤後不得更改活動日期。成功申請的學校將於 2026 年 12 月 14 日或之前收到電郵通知。如申請人於上述日期前仍未收到電郵，則可視作未能中籤，恕不另行通知。
Quota will be allocated by computer ballot. No change of the activity date will be allowed after the ballot. Successful schools will be notified by email on or before 14 December 2026. Applicants who do not receive an email by the aforementioned date may consider their applications unsuccessful. No separate notification will be issued.

4. 每節活動參加人數最少為 100 人。
A minimum of 100 participants is required for each session.

5. 每間學校於每學年只可參加一次。
Each school can participate **once** only per school year.

6. 學校須自行印刷活動工作紙，並須在活動前一小時預留場地，以供本館外展團隊準備活動。
Schools are required to print the activity worksheets and reserve the venue one hour before the activity for setup by the Museum staff.

7. 活動期間，學校職員及參加者不得錄音、錄影、直播或以其他方式轉播講座內容。
During the activity, the school staff and participants must not make audio or video recordings, livestream, or otherwise broadcast any part of the lecture.

8. 本館外展團隊或會於活動期間攝影及錄影，並將採用參加者的影像作教育或宣傳用途。如不同意上述攝錄，請於活動前通知本館職員。
The Museum staff may take photographs and make video recordings during the activity, and will use images of the participants for educational and promotional purposes. If you do not agree to be photographed or filmed, please inform the Museum staff before the activity.

9. 如教育局宣布於活動當天停課，是次活動將會取消，本館會為學校另行安排新的活動日期。
If the Education Bureau announces class suspension on the day of the activity, the activity will be cancelled. The Museum will reschedule the activity for the school.

配套流動展覽 Supplementary Mobile Exhibition

10. 成功申請的學校均可領取流動展板，並於活動前在校內展出，以配合外展活動內容。展覽為易拉架形式，共有兩塊展板：「*天宮上的香港足跡*」及活動主題展板（「*太空生活指南*」、「*火箭 101*」或「*大宇宙・小任務*」）。
Successful schools can collect the exhibition panels and display them on school premises before the activity to supplement the outreach programme. The exhibition features two roll-up banner stands, one on "*Hong Kong's Footprint in Tiangong*" and the other on the activity topic ("*All about Astronauts*", "*Rocket 101*" or "*En Route to Space*").

11. 每塊展板尺寸為 80 厘米（闊）× 180 厘米（高），每個易拉架均配有手提袋，重約三公斤。
Each panel measures 80 cm (W) × 180 cm (H). Each banner stand comes with a carry bag and weighs approximately 3 kg.

12. 展覽須設置在學校的**室內或有蓋**場地。中籤的申請人須提交展覽場地照片，供本館確認。
The exhibition shall be set up in an **indoor or covered** venue on school premises. Successful applicants are required to

submit venue photos for Museum's confirmation.

13. 校方最早可於活動日期前七天，於辦公時間內派員**親臨**香港太空館（地址：九龍尖沙咀梳士巴利道 10 號）領取展板，並須自行安排運送、在校內安裝及拆卸，確實領取展板日期將於申請結果公布後另行通知。展覽期至活動舉行當天結束，本館職員將於活動當日收回展板。
The school staff must pick up the exhibition panels **in person** at the Hong Kong Space Museum (Address: 10 Salisbury Road, Tsim Sha Tsui, Kowloon) during office hours, no earlier than seven days prior to the activity date. Schools are responsible for the transportation, as well as the installation and dismantling of the panels on school premises. The exact pick-up date will be confirmed upon the announcement of application results. The exhibition shall conclude on the activity day and the Museum staff will collect the panels on that day.

14. 易拉架可個別豎立於地面。為加強易拉架穩定性，建議學校自備沙包或其他重物加固。學校須妥善擺放及保管易拉架，避免受潮或陽光直射，並確保佈置及展出期間的安全。易拉架在學校保管或使用期間如造成任何人身傷害或財物損毀，香港太空館概不承擔任何責任。
The roll-up banner stands are freestanding. Schools are advised to provide sandbags or other suitable weights for added stability. Schools must properly place and store the banner stands, protect them from moisture and direct sunlight, and ensure safety during installation or display. The Hong Kong Space Museum shall not be liable for any personal injury or property damage arising while the banner stands are under the school's custody or in use at the school.

15. 凡於借用期間損毀或遺失展板，申請人必須立即通知本館，切勿嘗試自行修補。本館有權向借用學校追討賠償，包括重新製作、修補及其他有關費用等。
In case of damage or loss of the exhibition panels, the applicant must notify the Museum immediately. No attempt for repairs shall be made by the school. The Museum reserves the right to claim from the school the full cost of reproduction, repairs and related expenses.

16. 所有展覽資料版權均屬香港太空館所有，未經本館同意，不得擅自以任何形式翻印、複製或更改資料內容。
The Hong Kong Space Museum possesses the copyright of the exhibition materials. The content of the materials shall not be reproduced, duplicated or altered in any way without the prior consent of the Museum.

17. 學校不得向觀賞者收取任何費用，或擅自將展板轉借予其他學校／機構。
Schools must not impose any charge on the viewers or transfer the exhibition panels to any other schools/organisations.

18. 請學校提供展覽照片 ，以作記錄及推廣之用。
Schools are requested to provide exhibition photos for record-keeping and promotional purposes.

其他事項 Other Matters

19. 申請表格內所提供之個人資料只會用於處理申請活動所需的一般或緊急聯絡，和發放本館節目宣傳資料，並由香港太空館保留作記錄。根據《個人資料（私隱）條例》（第 486 章）第 18 條及 22 條，以及附表 1 第 6 項保障資料原則，申請人有權要求查閱及改正所提供的個人資料。如欲提出有關要求，請電郵至 hkspmyp@lcsd.gov.hk 與本館職員聯絡。
The personal data collected in the application form will be used solely for general or emergency communications required for processing the programme application and distributing promotional materials on the Museum's programmes, and will be retained by the Hong Kong Space Museum for record-keeping purposes. In accordance with Sections 18 and 22 and Data Protection Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486), applicants have the right to request access to and correction of their personal data provided. For such requests, please contact the Museum staff by email at hkspmyp@lcsd.gov.hk.

20. 如對是次活動有任何爭議，本館保留最終決定權。
In case of any disputes over the programme, the Hong Kong Space Museum reserves the right to make the final decision.

21. 如有查詢，請致電 2734 2756 或電郵至 hkspmyp@lcsd.gov.hk與本館職員聯絡。
For enquiries, please contact the Museum staff at 2734 2756 or by email at hkspmyp@lcsd.gov.hk.