

附件（二）Appendix B

電郵 E-mail: learn@mplus.org.hk | 傳真 Fax: 3755 0105 | 郵寄地址 Mailing address:
 香港數碼港道 100 號數碼港 3 座 C 區 6 樓 608 至 613 室 (信封面請註明 M+ 導賞服務預約)
 Units 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong (stating 'M+ Tour Request' on the envelope)

導賞服務預約表格
TOUR REQUEST FORM

請填寫下列表格，並細閱導賞服務預約須知。

Please fill in the table below and read the Notes on Tour Booking.

展覽 Exhibition:	「南行覓跡：M+ 藏品中的東南亞」 <i>In Search of Southeast Asia through the M+ Collections</i>		
展期 Exhibition period:	2018 年 6 月 22 日至 9 月 30 日 22 June to 30 September 2018		
學校／團體導賞服務時段 Availability for guided school/group tours:	星期三至星期五 Wednesday to Friday	11:00am-6:00pm	
	星期六和星期日 Saturday and Sunday	11:00am-1:30pm	
團體性質 Group type:	<input type="checkbox"/> 小學 Primary school <input type="checkbox"/> 中學 Secondary school <input type="checkbox"/> 專上學院／大學 Post-secondary institution/university <input type="checkbox"/> 特殊學校 Special school <input type="checkbox"/> 復康機構 Rehabilitation organisation <input type="checkbox"/> 其他註冊學校／慈善團體／非牟利機構 Other registered school/charity/non-profit organisation		
參觀日期及時間 Date and time of visit:	首選 First choice	日期 Date:	日期 Date:
		時間 Time:	時間 Time:
導賞語言選擇 Tour language:	<input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 英語 English <input type="checkbox"/> 普通話 Mandarin		
是否需要安排通達服務？ Do you need any access service?	<input type="checkbox"/> 需要 Yes	<input type="checkbox"/> 即時口述影像（以口語描述視覺資訊） Live audio description (translation of visual information to spoken language) <input type="checkbox"/> 手語傳譯（即時轉換口語和手語） Sign-language interpretation (between spoken language and sign language) <input type="checkbox"/> 其他 Others（請註明 Please specify: _____）	
	<input type="checkbox"/> 不需要 No	M+ 將根據上述註明盡量安排所需之服務，惟是否能提供，仍須視實際情況而定。 Arrangement depends on the availability of the service. M+ will try to accommodate the above preference. 展廳內部分通道狹窄，如參加者中有輪椅使用者，建議團體先向本館職員查詢通達路線。不便之處，敬請見諒。 Some areas of the galleries are narrow. If there are wheelchair users in your group, we encourage you to consult our staff for advice on accessible routes. We are sorry for any inconvenience caused.	
參觀總人數* Total no. of visitors*:		*名額（包括隨行領隊／陪同者／教職員數目）： 一般學校或團體導賞團：15 至 30 人 通達導賞團：10 至 25 人	
隨行領隊／陪同者／教職員數目^ No. of accompanying leaders/support persons/teachers^:		*Capacity (including accompanying leaders/support persons/teachers): 15-30 participants are needed to reserve a general school or group tour 10-25 participants are needed to reserve a tour with access services ^建議每 10 至 25 人 1 位領隊 ^Recommend one leader for every 10-25 visitors	
是否需要申請交通費津貼？（申請詳情及資格請參閱附件三「交通費津貼申請表」） Do you need to apply for a transportation subsidy? (For details and eligibility, please refer to the Transportation Subsidy Application Form in Appendix C.)			<input type="checkbox"/> 需要 Yes <input type="checkbox"/> 不需要 No
學校／機構名稱 Name of school/organisation:			
地址 Address:			
年齡 Age group:		年級（學校適用） Grade/form (for schools):	

科目 (學校適用) Subject (for schools):			
請填寫參觀目的或有關參加者的補充資料 Please indicate the objectives of your visit, or any other additional information about the participants:			
活動負責人姓名 Name of the person in charge:	(中文)	(English)	
職位 Post:			
電郵 Email:		傳真號碼 Fax no.:	
手提電話 Mobile no.:		辦公室電話 Office tel.:	
隨行領隊姓名 (如非活動負責人) Name of the accompanying staff (if different from the person in charge):		隨行領隊手提電話 Mobile no. of the accompanying staff:	
聲明 Disclaimer: <input type="checkbox"/> 茲證明上述由本人所屬學校／機構授權提交之資料均正確無誤，並無遺漏。 I hereby certify that all the above information provided on behalf of my school/organisation is correct and complete. <input type="checkbox"/> 本人已閱讀並接受導賞服務預約須知和西九文化區管理局的私隱政策。 I have read and accept the Notes on Tour Booking and the West Kowloon Cultural District Authority Privacy Policy. 資訊 News: <input type="checkbox"/> 本人同意透過電郵／郵寄方式收取西九文化區管理局／M+ 的資訊。 I agree to receive news about West Kowloon Cultural District Authority/M+ through email/post.			
簽署 Signature:			
姓名 Name:	職位 Post:	日期 Date:	

使用個人資料通告

西九文化區管理局致力確保按照《個人資料(私隱)條例》的規定來處理所有個人資料。為確保您能聯繫及瞭解西九文化區管理局的最新消息，閣下自願提供的個人資料(包括閣下的姓名、電郵地址、通訊地址及其他個人資料)，將存於本局資料庫，用作發佈電子活動通訊、西九發展新聞通告、活動邀請卡、活動提示或資訊通知。倘若您不願意收取本局的消息，在我們所發出的電郵底部有取消訂閱連結以供閣下使用；您亦可把閣下的姓名及電郵／通訊地址，以書面形式循以下任何一個途徑交回給我們：

電郵：privacy@wkcda.hk 聯絡我們的「資料保障主任」

傳真：(852) 2895 1286 (請註明「拒絕接收通知」)

郵寄：香港數碼港道 100 號數碼港 3 座 C 區 6 樓 608 至 613 室 (請註明「拒絕接收通知」)

如對個人資料用途有任何疑問，歡迎與我們聯絡，您亦可在網上參閱我們的資料私隱政策：<http://www.westkowloon.hk/tc/footer/privacy-policy>

Use of Personal Data

The West Kowloon Cultural District Authority (WKCD) is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance. To ensure you are kept well informed of the latest news from WKCD, we will deliver to you monthly e-newsletters about our event updates, newsletters about WKCD development, invitation cards to WKCD events, and reminders and information of WKCD events, using your personal data maintained in the WKCD database, which includes your name, email address, postal address and other contact information. If at any time you no longer wish to receive WKCD's information, please click the 'Unsubscribe' link which appears at the bottom of our marketing emails to opt out of our communication; or write to us including your name and email/postal address via any of the following channels:

Email: privacy@wkcda.hk to contact our Data Privacy Officer

Fax: +852 2895 1286 (Please state 'Unsubscribe' in your fax document.)

Post: Units 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong (Please state 'Unsubscribe' in your letter.)

If you have any questions on the use of personal data, please feel free to contact us or read our privacy policy on our website:

<http://www.westkowloon.hk/en/footer/privacy-policy>

導賞服務預約須知 NOTES ON TOUR BOOKING

預約手續 Booking Procedure

請填妥表格，並於所選的參觀日期最少 14 天前提交。

Please submit the completed tour request form at least two weeks in advance of the preferred visiting date.

參觀確認 Confirmation of Visit

M+ 會於收到表格後十個工作天內以電郵回覆申請人，以確定參觀日期及有關安排。如有任何疑問，請電郵至 learn@mplus.org.hk 或致電 2200 0041 與我們聯絡。

M+ will contact you via email to confirm the tour date and arrangement within 10 working days of receiving the form. For enquiries, please contact us at learn@mplus.org.hk or 2200 0041.

更改或取消預約 Change or Cancellation of Booking

如須更改或取消預約，請於參觀日期最少三天前以電話或書面形式通知 M+。

If you need to change or cancel the booking, please inform M+ by phone or in writing at least three days prior to your visit.

團體性質 Group Type

團體如屬註冊學校（必須為小學、中學、特殊學校、專上學院、大學或其他註冊學校）、註冊慈善團體或非牟利機構，即可預約導賞服務。

Guided tours are available for registered schools (primary schools, secondary schools, special schools, post-secondary institutions, universities, or other registered schools), registered charities, and registered non-profit organisations.

參觀日期和時間 Date and Time of Visit

M+ 會以先到先得方式安排導賞服務，並將盡量配合學校／機構所建議的參觀日期和時段。但 M+ 保留最終決定權。

Docent service is arranged on a first-come, first served basis. M+ will try to accommodate your proposed tour times. M+ reserves the right to determine the final arrangement.

費用和時長 Fee and Duration

導賞服務費用全免。每節導賞時間約一小時。請提早 15 分鐘到達展覽場地集合。

Docent service is free of charge and each session lasts for around one hour. Please arrive at the exhibition venue 15 minutes before the tour.

交通安排 Transportation Arrangement

學校／機構需自行安排交通前往場地。參觀團體可於 M+ 展亭停車處上落客，但亭內不設旅遊巴泊位，如有需要，請使用西九文化區所設的時租停車場。

Please arrange your own transportation. Visitors may be dropped off and picked up at M+ Pavilion, but parking space is not available for coaches. You may use the public car park in the West Kowloon Cultural District.

會場守則 Site Rules and Regulations

學校／機構領隊需自行負責小組的安全，並遵從會場職員和導賞員的指示，以及遵守場地規則。

Group leaders are responsible for the group's safety at all times, and shall comply with the instructions of our staff and docent and observe the site rules and regulations.

惡劣天氣安排 Inclement Weather Arrangement

若黑色暴雨警告訊號／八號或以上烈風訊號於導賞服務開始前三小時仍然生效，導賞團將會取消。若黑色暴雨警告訊號／八號或以上烈風訊號於中午 12 時正或以後仍然生效，當天所有導賞團均會取消。

The tour will be cancelled if a black rainstorm warning or a typhoon signal no. 8 or above is in force three hours before the tour begins. If a black rainstorm warning or a typhoon signal no.8 or above is still in force at or after 12pm, all tours on that day will be cancelled.