



HONG KONG SCHOOLS MUSIC AND SPEECH ASSOCIATION

香港學校音樂及朗誦協會

(The Association is incorporated with limited liability 本會為以有限責任形式成立為法團的公司)

7 Carmel Village Street, 2nd Floor, Homantin, Kowloon, Hong Kong 香港九龍何文田迦密村街七號三樓

Telephone 電話: 2761 3877 Fax 傳真: 2761 9995 Website 網址: <http://www.hksmsa.org.hk>

73rd Hong Kong Schools Music Festival (2021) Circular No. 4

To : Members / Teachers Responsible for the Music Festival

Date : 19 January 2021

1. Competition Grouping Arrangement (Festival Timetable)

- 1.1 The *Competition Grouping Arrangement* will be released on the Association website from 10:00 a.m. on 2 February till 10 February 2021. Members can input their membership number and password to access the competition details of their students.
- 1.2 The *Competition Grouping Arrangement – Revised Version* will be released on the Association website on 25 February 2021. Members must check again the competition information of their students.

2. Entry Form Receipts (EFR) and Competition Notifications (CN)

- 2.1 Starting from 10:00 a.m. on 2 February 2021, members can input their membership number and password on the Association website to download the Entry Form Receipts (EFR) and Competition Notifications (CN) of their students. Please distribute the EFRs and CNs to the students concerned.
- 2.2 The Reference Number and Validation Code are printed on the CNs. Members please download and distribute the CNs to the participating students as soon as possible, so that they can shoot their performance, fill out the Video Submission Form and register the service of “technical support centres” (if necessary, with details at point 6.2 below) at their earliest convenience. Please keep the CN well as it is important.

3. Application for Alteration

- 3.1 The Association handles Alteration Application from 3 to 10 February 2021 (5:00 p.m) (Office hours on 6 February 2021: 9:00 a.m. to 12:30 p.m.; 7 February 2021: Closed). Late submission of Alteration Application Forms will not be processed.
- 3.2 Members / Competitors should submit the applications for alteration to the Association in person or by a delegated person. Applications via phone call, email, fax or post, etc., will not be accepted.
- 3.3 Members / Competitors should study the guidelines given on the Alteration Application Form carefully before they submit an application. The Alteration Application Form can be downloaded from the Association website from 19 January 2021.
- 3.4 Schools should provide their students with the required supporting documents to the Association and stamp the school chop on the documents. School members must stamp the school chop and the Associate members must sign on **each** Form.



4. Name of Competitor

If a competitor's name on the Entry Form Receipt, Competition Notification or the Competition Grouping Arrangement is misspelt, the member, the competitor or the parent can report directly on the Association website. Please click the link below the concerned name on the Entry Form Receipt or the Competition Grouping Arrangement and submit the correct name. The Association will follow up on each report and reply via email.

5. Submission of Copyright Declaration and Scores of Own Choice Pieces

- 5.1 For competitors using an electronic score or a score which is not an original copy, a Copyright Declaration must be submitted. *Competitors who fail to submit the declaration within the submission period will be disqualified.* The template of the Copyright Declaration is now available from the Association website in [here](#).
- 5.2 Certain classes require competitors to perform own choice pieces. Due to the Video-submission Mode, members / competitors should submit a copy of the scores **together with a Designated Cover Sheet** to the Association through email (73music_oc@hksmsa.org.hk), in person or by delegated person. *Competitors failing to submit the copy of score within the submission period will be disqualified.* The Cover Sheet for the above can be downloaded from the Association website starting from 19 January 2021. Please refer to the instructions in the Cover Sheet.
- 5.3 The submission period is **2 to 10 February 2021** for both Copyright Declaration and Own Choices Pieces. Please note the period and submit the documents accordingly.
- 5.4 Please see details from the Rules and Regulations Point 3.3.2 and "[Points to Note on Set Piece and Own Choice Piece Document Submission](#)".

6. Video URL Submission

- 6.1 Competitors should upload the video to YouTube and then fill out and submit the Video Submission Form **between 10:00 a.m. on 8 March 2021 and 5:00 p.m. on 19 March 2021**. The on-line Video Submission Form is accessible from the Association website starting at 10:00 a.m. on 8 March 2021. Please pass on the above information to the participating students.
- 6.2 The Association would like to remind the competitors on the following regarding video-shooting:
 - Competitors should announce their names as shown on the Competition Notification, class code, group no. and assigned order. The announcement should be made in English except for Singing in Chinese classes, Chinese instrumental classes and Cantonese operatic song classes.
 - The video must be a single, continuous shot video footage. If competitors take part in more than one class, please record those classes in separate clips.
 - No special effects (such as filters, transitions, colour adjustments, light adjustments or subtitles etc.), dubbing mixing, editing or post-production are permitted.
 - The shooting should be done indoors with a simple background and sufficient lighting, avoid having any bright lights from behind. The recording environment should be quiet.



7. Support from the Association

7.1 Members, students and parents can visit the public page “Special Arrangement for 73rd Hong Kong Schools Music Festival” on the Association website to browse the videos and manuals, including:

- Video-shooting Guidelines for Video Submission Mode
- Frequently Asked Questions (FAQ)
- Video Shooting Tips (released on 19 January 2021)
- Procedure of Video Uploading (released on 19 January 2021)
- Procedure of Video URL Submission (Desktop/ Mobile) (to be released by late February 2021)

7.2 The Association will set up some technical support centres to assist students who have difficulties in uploading videos and filling the on-line submission form during the submission period (**NO video recording service will be provided**). To reduce crowds, quotas will be fixed and members/parents/competitors please register for the service in advance on the Association website. The registration page will start at 10:00 a.m. on 1 March 2021. The technical support centres are located at:

- a. Hong Kong Playground Association – I+Plus Development and Exchange Centre (3/F, MacPherson Place, 38 Nelson Street, Mong Kok, Kowloon)
- b. YMCA of Hong Kong Beacon Centre Lifelong Learning Institute (Room 106, 1/F, 373 Po On Road, Cheung Sha Wan, Kowloon)
- c. China Congregation Church (Room 1105-06, 11/F, 119 Leighton Rd, Causeway Bay)

Each Reference Number on Competition Notification can be used to make only one booking. For details, please refer to the registration page later. For users with lengthier clips, please make an earlier booking to avoid missing the submission deadline as the uploading process will take time.

7.3 For enquiries on the “Video Submission Mode”, please contact us at the designated hotlines 9532 7304 or 9189 9367 starting from 1 February 2021.

8. Association Office Service

8.1 To facilitate alteration application, there will be special opening hours from 9:00 a.m. to 12:30 p.m. on 6 February 2021 (Saturday).

8.2 Please note that the Association office opens from 8:30 a.m. to 12:45 p.m. and closes in the afternoon on 11 February 2021(Thursday).

- The Association website: www.hksmsa.org.hk
- New postings on the Association website are set at 10:00 a.m. of the date.
- With the membership number and the password, members can log in to the Member’s Area on the Association website to access circulars at any time.

– End –



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第 73 屆香港學校音樂節(2021)

通告四

致：會員 / 負責音樂節之老師

日期：2021 年 1 月 19 日

1. 比賽分組資料(比賽時間表)

1.1 「比賽分組資料」將於 2021 年 2 月 2 日上午 10 時至 2 月 10 日於協會網站公布。會員可利用會員編號及密碼，查閱已報名學生的比賽詳情。

1.2 「比賽分組資料 - 修訂版」將於 2021 年 2 月 25 日起在協會網站公布。會員必須再次查閱已報名學生的比賽詳情。

2. 報名表回條(EFR)及參賽通知(CN)

2.1 由 2021 年 2 月 2 日上午 10 時起，會員可利用會員編號及密碼，於協會網站下載已報名學生的「報名表回條」(EFR)及「參賽通知」(CN)，並分發予有關學生。

2.2 「參賽通知」上印有參考編號及驗證碼，請會員盡早下載及派發「參賽通知」予參賽學生，以便參賽者錄影，填寫「提交影片連結網上表格」和預約「技術支援站」服務(請參閱第 6.2 段所列資訊)。「參賽通知」為重要文件，請小心保管。

3. 更改資料申請

3.1 申請日期為 2021 年 2 月 3 日至 2 月 10 日下午五時 (2021 年 2 月 6 日的辦公時間：上午九時至下午十二時三十分；2021 年 2 月 7 日：休息)。所有申請於截止後，不論任何原因，均不獲處理。

3.2 會員 / 參賽者必須親臨或派員到協會遞交申請。協會不接受以電話、電郵、傳真或郵寄等形式的申請。

3.3 會員 / 參賽者遞交申請前，應先詳閱「更改資料申請表」所載的各項申請須知。並可於 2021 年 1 月 19 日起，於協會網站下載「更改資料申請表」。

3.4 學校應為參賽學生提供所需證明文件，並蓋上校印。學校會員須在「更改資料申請表」上逐一蓋上校印，而個人會員則須逐一簽署。

4. 參賽者姓名

「報名表回條」、「參賽通知」或「比賽分組資料」上所顯示的參賽者姓名如有漏誤，會員、參賽者或家長可直接按下「報名表回條」或「比賽分組資料」上顯示於該姓名下方的快速連結，以提交正確姓名，協會將以電郵逐一回覆。



5. 遞交「版權聲明信」及自選樂曲樂譜副本

- 5.1 如參賽者使用電子樂譜或非正本的樂譜，則須遞交「版權聲明信」。如未於指定日期內遞交「版權聲明信」，其參賽資格將**被取消**。「版權聲明信」之範本現可於協會網站下載。
- 5.2 部份項目的參賽者須演奏 / 演唱自選樂曲。因應錄影模式，會員 / 參賽者須透過電郵(73music_oc@hksmsa.org.hk)、親身或派員遞交樂譜副本**連同「自選樂曲特設封面附頁」**遞交至本會。如未於指定日期內提交樂譜副本，其參賽資格將**被取消**。該封面附頁可於 2021 年 1 月 19 日起在協會網站下載，請參閱附頁內的指示。
- 5.3 遞交日期為 **2021 年 2 月 2 日至 10 日**。請留意有關限期，並按時提交文件。
- 5.4 有關詳情請參閱比賽章程第 3.3.2 項及「遞交指定及自選樂曲相關文件注意事項」。

6. 提交影片連結 (URL)

參賽者須把影片上載到 YouTube，並於 **2021 年 3 月 8 日上午 10 時至 3 月 19 日下午 5 時**期間填寫及提交指定「提交影片連結網上表格」（網上表格）。此網上表格連結將於 3 月 8 日上午 10 時正於協會網站公布。請老師通知參賽學生有關上述安排。

本會希望再次提醒參賽者下列拍攝注意事項：

- 參賽者須先朗讀參賽者參賽通知上所顯示的姓名、項目編號、組別及出場序。除以中文演唱、中樂及粵曲項目外，上述內容應以英文讀出。
- 影片必須為一鏡到底的拍攝原片。如參賽者參加多於一項目，每一項目須獨立拍攝至一影片。
- 影片中不可加入特別效果，例如濾鏡、過渡、調色、調光或字幕等，亦不得進行任何配音、混音、剪接及後期製作。
- 在室內以簡單背景和寧靜的環境下拍攝，並確保光度充足，避免背光。

7. 協會提供的支援

- 7.1 參賽學生、老師及家長可瀏覽協會網站「第七十三屆香港學校音樂節特別安排」專頁，查看短片及指南，包括：
 - 「錄影模式—影片拍攝指引」
 - 「『錄影模式』之常見問題 (FAQ)」
 - 「參賽影片拍攝要點」(於 1 月 19 日推出)
 - 「上載影片」步驟 (於 1 月 19 日推出)
 - 提交影片連結步驟 (電腦版 / 手機版) (將於 2 月底推出)



7.2 協會於提交網上表格期間將設立「技術支援站」，協助有需要的參賽學生上載影片及填寫網上表格(支援站不會提供拍攝服務)。為減低人群聚集，協會會設定預約名額，會員／家長／參賽者須先於協會網頁預約服務，預約專頁將於 2021 年 3 月 1 日上午 10 時正開始於本會網站發布。「技術支援站」分布點為：

- a. 香港遊樂場協會 - 優才發展及交流中心 (九龍旺角奶路臣街 38 號麥花臣匯 3 樓)
- b. 港青西九龍耀信發展學習中心 (九龍長沙灣保安道 373 號 1 樓 106 室)
- c. 中華基督教會公理堂 (銅鑼灣禮頓道 119 號 11 樓 1105-06 室)

每參賽通知上的參考編號只可預約一次。有關技術支援站的詳情，請稍後查閱預約專頁。因上載影片需時，如使用者的影片較長，請預約較早時段，以免錯過提交的限期。

7.3 有關「錄影模式」比賽的查詢，可於 2021 年 2 月 1 日起致電「錄影模式」特定熱線 (電話號碼：9532 7304 或 9189 9367)。

8. 辦事處服務

8.1 協會辦事處將於 2021 年 2 月 6 日(星期六)特別開放，以處理有關更改資料的申請，辦公時間為上午 9 時至下午 12 時 30 分。

8.2 協會於 2021 年 2 月 11 日(星期四)的辦公時間為上午 8 時 30 分至下午 12 時 45 分，下午休息，敬請注意。

- 協會網站：www.hksmsa.org.hk
- 協會若有新資料上載到網站，上載時間均為當日的上午 10 時。
- 會員可隨時以會員編號及密碼登入協會網頁的「會員區」查閱通告。

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