

Visit Request Form

Welcome to visit HKDI Centre of Innovative Material and Technology (CIMT). Please read carefully the **Notes to Applicants** before submitting this request. Please submit the completed form two weeks in advance of the proposed date of visit by email: hkdi_cimt@vtc.edu.hk or fax: 3928 2194. A confirmation email will be sent to you within seven working days upon receiving your application.

CENTRE VISIT WILL BE CANCELLED IF AMBER RAINSTORM SIGNAL OR TYPHOON SIGNAL NO. 3 OR ABOVE IS HOISTED

- Date of Visit: 1st Priority : _____ 2nd Priority: _____
- Time of Visit: 10:00 am – 11:00 am 2:30 pm – 3:30 pm
 Others: _____ (availability not guaranteed)
- No. of Visitors: _____
- Name of Organisation: _____
- Delegation List / Visitors' Profile: *(Please attach a separate sheet if space is insufficient)*

| Name | Title / Position |
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- Language: English Cantonese Putonghua
- Objective of Visit: Academic Collaboration Industry Visit
 School Visit, please indicate the grade, e.g. Form 5, Grade 11 etc:

 Others, please specify: _____

Details of Applicant:

Name of Organisation: _____

Contact Person: _____ Contact No. _____

Email: _____ Fax: _____

Your information is for our internal use only. We will send you our e-news to keep you on top of the Centre's latest happenings. If you do not wish to receive our e-news, please tick the box below.

I object to the proposed use of my personal data as stated above.

Centre Visit - Notes to Applicants

Please read these service provision carefully before submitting the visit request form.

1. Visit request form should be submitted at least two weeks in advance of the proposed day of visit by email: hkdi_cimt@vtc.edu.hk or fax: 3928 2194.
2. Members of public are welcome to visit HKDI Centre of Innovative Material and Technology (CIMT), while centre visit is generally offered to industries, organisations, academic institutions and schools only. Prospective industrial partners and students will get to learn more about centre facilities and it's development.
3. All materials / products displayed at CIMT are Centre's property and we try to ensure the preservation of our collection. To make sure CIMT is a place where all visitors can enjoy in a pleasant atmosphere and to show proper consideration for the invaluable relics on display, please observe the following rules:
 - To avoid accidents, please refrain from running, pushing, shoving, or other physical acts that may endanger displayed materials or other visitors
 - To keep our facilities clean and tidy, please do not eat or drink inside the CIMT
 - Please do not make excessive noise inside the CIMT, help maintain a quiet and pleasant environment.
4. Applicant is required to provide the Delegation List / Visitors' Profile list and/or supporting document(s) with their visit request form.
5. Please do not resubmit request form if it has already been successfully submitted.
6. The personal data provided will be used by CIMT to process the visit request and related internal reporting purposes as well as to send promotional materials and information to you.
7. Upon receipt of your visit request form, CIMT will send acknowledge email and notify you of the result. If you do not hear from us seven working days after submitting visit request form and all the required document(s), please contact our Centre Assistant on (852) 3928 2555 or email us at hkdi_cimt@vtc.edu.hk.
8. CIMT reserves the right to consider visit request at its sole discretion. If any information provided by the applicant is found to be untrue, CIMT will reject the visit request or withdraw any approval given.
9. In case of cancellation of campus visit, the applicant should inform the Centre Assistant in writing at least two working days before the proposed date of visit by email: hkdi_cimt@vtc.edu.hk.
10. Centre visit will not be available on Saturdays, Sundays and Public Holidays.
11. Centre visit will be cancelled if Amber Rainstorm Signal or Typhoon Signal No. 3 or above is hoisted.