

RISUD International Symposium 2018 (RAIS 2018) –

Inter-disciplinary Research for Societal Impact

Appendix

Part A - Financial Arrangement

You are required to arrange your own economy class return air tickets or train tickets. **Soft copies** of official original purchasing receipts (with the company chop) together with e-copy of the return air or train tickets should be sent to rais.2018@polyu.edu.hk on or before **10 April 2018**. **The reimbursement ceiling* for each student is HK\$2,800**. Please submit the **original copies** of the purchasing receipts and the air or train tickets upon registration at PolyU in person **on the day of the symposium**. All reimbursement will *only* be made in the form of HK dollar cash cheques, which will be distributed to students at the end of the symposium. If students violate the guidance provided by RISUD, we reserve the right NOT to grant the financial support.

**Reimbursement only covers the return economy class air or train ticket between your origin and Hong Kong. Other transport costs in HK will not be covered.*

Part B - Visa/Entry Permit

It is the student's own responsibility to ensure that they have the valid visa / entry permit into Hong Kong for the subject period. If any official supporting documents are needed for visa / permit application, please contact the Symposium Secretariat as soon as possible. **Please be reminded to allow sufficient time for the visa / permit application.**

Part C Programme Rundown

The programme rundown will be available on the RAIS 2018 website (*to be launched by April 2018*) at <https://www.polyu.edu.hk/risud/RAIS2018/> in approximately early May. Student must attend all scheduled activities and follow the guidance of RISUD staff.

Part D Accommodation

Free accommodation at the PolyU Halls of Residence (Homantin) will be provided to all admitted students **from 28 June 2018 to 30 June 2018 (up to 3 nights)**. **All students MUST check-in after 2:00 p.m. on 28 June 2018 and check-out before 12:00 noon on 30 June 2018.** The Halls of Residence (Homantin), located within a 15-minute walking distance from PolyU's main campus, is a 25-storey high-rise building comprising six individual halls which can accommodate about 1,650 students in total. We will arrange nine-person-suites for selected students of the same gender to facilitate the formation of small communities among students so as to encourage interaction and integration. All students must stay in his/her designated suite throughout the entire symposium period. Students must comply with the rules of Homantin Halls. Vandalism and noise are not allowed, especially after 22:00.

Part E Transportation

The Homantin Halls (<http://www.polyu.edu.hk/hall/index.php/homantin-halls>) is conveniently located in the residential area of Homantin, within a 15-minute walking distance to the Lee Shau Kee Building on campus. Students are advised to arrange their own transportation from the Homantin Halls and/or the Hong Kong International Airport (<http://www.hongkongairport.com/eng/index.html>) to the PolyU campus.

Part F Personal Safety

Students cannot participate in any dangerous activities and should take care of their personal safety. Any emergency cases must be reported to RISUD at 3400-8525 or PolyU Facilities Management Office at 2766-7999 as soon as possible. Students must be responsible for the consequences of any actions or behavior that violate university rules and regulations.

Part H Certificates of Attendance

Students must attend all the scheduled activities and are not allowed to withdraw for whatever reason without first securing permission from RISUD. Certificates of attendance will be distributed at the end of the RAIS 2018.