

Information Technology Enrichment Project Course Round-Up Camp 2008 (July 31- August 2) ~ Information Booklet

Web Site: <http://www.cse.ust.hk/emb/itepc2008/>

This booklet will help you prepare for the round-up camp before you leave home and while you are at the camp. Please read through this booklet carefully and bring it with you on July 31.

What you want to bring?

- **Personal hygiene stuff** like towels, soap, shampoo, tooth brush /tooth paste, comb, slippers etc. (For your information, two campers of the same sex will be sharing an air-conditioned room with bedding provided. Room assignment details will be announced in due course)
- Some **casual wear** (a camp t-shirt will be given to each camper on the first day of the camp)
- **Suitable amount** of cash to be used in the camp.

Where you should go on the first day of camp (July 31)?

All students are required to attend the **camp briefing session** on **July 31** (Thu). This session will be held at **9:30am** in **Lecture Theater H**, HKUST. Please report to the registration counter outside Lecture Theater H 10 minutes earlier (i.e. 9:20am).

Taking leave?

Campers are not supposed to leave during the camp. However, if you want to do so due to special reasons, you **MUST** inform Miss Maily LIU at the time during the camp. Please be reminded that students who **do not attend** the Round-up Camp **will not get the "Certificate of Completion"**.

What you need to do during the camp?

The camp will last for 3 days, including on-campus accommodation for 2 nights and an off-campus visit. During the camp, you will

1. Work with your team mates and **complete** your project.

2. Give an **oral presentation** of your project. Your group will be given 10 minutes to do the oral presentation at the closing ceremony by using Powerpoint.
3. Prepare a **poster** summarizing your project.
4. Perform **demonstration** of your project

1. Oral Presentation

Your group will have a **maximum of 10 minutes** for the oral presentation, and 3 – 5 minutes for the Q&A. The presentation aims to give your peers, supervisor(s), tutor(s) and guests a better understanding of your project. The presentation should be conducted in **English**.

Oral presentations are scheduled from **9:30am to 12:00nn on August 2** in **Lecture Theater E**. Your oral presentation will be conducted with the aid of **PowerPoint**. Diagrams and texts should be large enough to be easily read at the rear of the lecture theater. Please be reminded to maintain eye contacts with your audience.

Students will be required to have the Powerpoint file **ready by 10:30pm on August 1** and **submit it** to calina@cse.ust.hk. All the PowerPoint files will then be made available to students in Lecture Theater E on August 2.

2. Poster Display

Your group is required to **prepare three A4-size posters** for your project. The posters should provide an interesting overview of your project.

Your posters **must follow** our specified format. Please refer to the section "**Poster Format**" for more information. Poster display will be scheduled from **1:30pm to 2:30pm on August 2** in **Room 4203**. Students will be required to **setup** their posters between **5:30pm to 6:00pm** on the day before the presentation, which is **August 1**.

Assigned numbers for posters (e.g., ITEPC01) will be attached to the individual display board at the concourse beforehand. You should find the display board corresponding to your group and attach the poster there. Magic tapes will be provided for hanging the poster and helpers will be there to assist you.

3. Project Demonstration

Project demonstration will be done **together with the poster display** from **2:00pm to 3:30pm on August 2** at **Room 4203**. You are expected to **complete** your project between **2:00pm to 5:30pm on July 31**. All the equipments required will be made available at the Room 4203 on August 2.

Camp Leaders & Coordinators

3 Camp Leaders will be helping out during the round-up camp. You can talk to any of the leaders if you encounter any problem during the camp other than your project matters.

Camp Leaders	Contact Phone no.
Matthew CHIK	6090 6512
Sarah CHEUNG	9514 9031
Triton NG	6358 5756

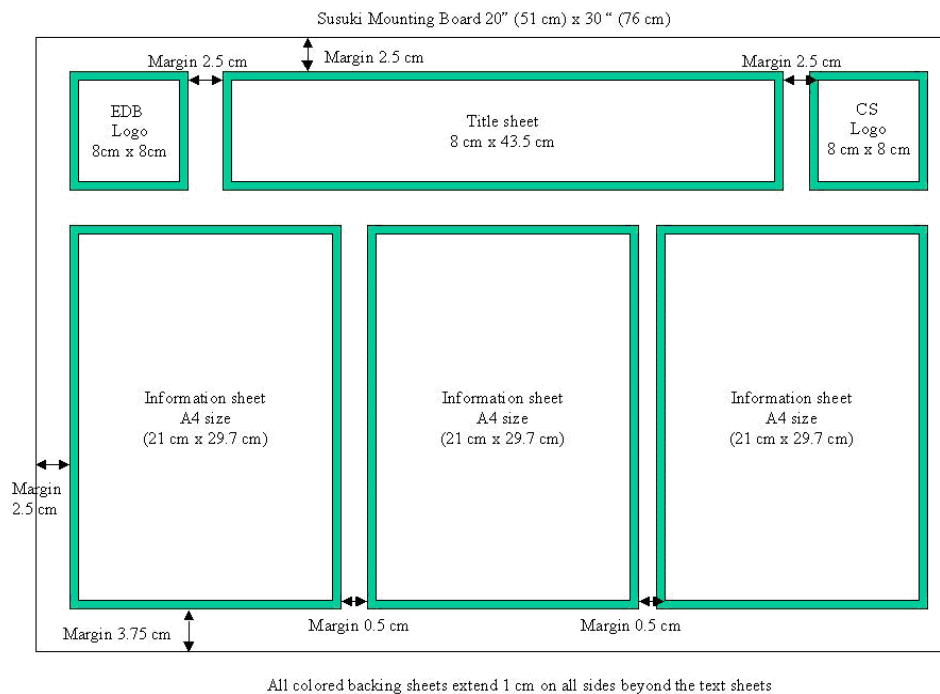
Camp Coordinators	Contact Phone no.
Calina KWOK	9747 2840
Maily LIU	9787 8487

Poster Format

Project Posters:

Your group is required to **prepare three A4-size posters** for your project. The posters should provide an interesting overview of your project.

Your posters **must follow** the format below. Poster materials will be distributed during the camp briefing session.



Format:

There are three types of sheets in the posters:

1. The **title sheet [t]** requires two joined pieces of printed paper and it includes the **project title**, the **names of the projectees** and the **names of the supervisors**. The title sheet has three parts:
 - o The title in **24pt** (or slightly larger) upper-case and lower-case letters.
 - o The students' names, on at most two lines below the title, are in **18pt** upper-case and lower-case letters.
 - o The supervisors' names on one line below the students' names, are in **18pt** upper-case and lower-case letters.
2. The **logos(s) [l]** which represent the **EDB** and the **CSE Department** are placed in the upper-left and upper-right corners of the board respectively. The logos have a standard format and size (**they are provided**).

3. The **information sheets [a1, a2, a3]** contain the **content** of the poster. You should design your information layout according to the following guidelines:
- The introductory paragraphs should be in a larger typeface than you use in a detailed descriptive section. The typeface should be readable at a distance of two to three meters (while the smallest type you use may be **readable** at distance of only one meter). Generally speaking, keep in mind that the larger and bolder your presentation, the more enticing it will be to the people seeing it at a distance. The real challenge then, after you have attracted attention to your poster, is to provide enough interesting and readable detail for someone who wants to learn more. One compromise might be to have some parts that are packed with useful information and are typeset in a smaller font. Don't forget, however, that important results should be big enough for reading at a reasonable distance!
 - You should try to use paragraphs with centered titles, such as "Overview", and "Results" in **18pt** upper-case and lower-case boldface letters.
 - Make effective use of titles for paragraphs, figures and other material. Use a typeface that is readable at two to three meters (boldface helps) for the major part of the titles (for visibility) and regular type for details.
 - A **multicolumn format** usually improves readability by reducing line length and allowing for more text structuring.
 - **Figures** (including diagrams, charts, graphs and schematics) are a good way to communicate interesting ideas.

Poster Construction:

Use a poster board (20"x30") obtained from us.

A poster consists of **three A4 sheets of white paper** laid out as shown on the poster schematic.

Text, figures, charts, graphs and tables should be **computer generated** on white paper. Their number, size and placement are your choice.

All sheets are to be **mounted on colored paper** (obtained from your tutor(s)) that extends **1cm** or so beyond the edges of the sheets to act as a "shadow frame". The width of the frame is your choice.

Materials Checklist:

1. Black cardboard (20"x30") [1 piece]
2. Color backing sheets (10cmx10cm) [2 sheets]
3. Color backing sheets (45.5cmx10cm) [1 sheet]
4. Color backing sheets (23cmx31.7cm) [3 sheets]
5. Paper with CSE Logo [1 sheet]
6. Paper with EDB Logo [1 sheet]
7. Plastic cover [1 piece - will be given during the poster setup session]

Schedule

	July 31 (THUR)	August 1 (FRI)	August 2 (SAT)
08:30 – 09:00		<u>Breakfast</u> LG7 Canteen	<u>Breakfast</u> LG7 Canteen ⁽⁶⁾
09:00 – 09:30			
09:30 – 10:30	<u>Briefing Session</u> Lecture Theater H ⁽¹⁾	<u>Company Visit</u> Hong Kong Science & Technology Parks	<u>Closing Ceremony</u> Lecture Theater E
10:30 – 12:00	<u>Project Meeting</u> CS Lab 3 (Room 4213) or FYP Lab (Room 4203)		
12:00 – 12:30		<u>Lunch</u> LG7 Canteen	<u>Lunch Reception</u> Outside Lecture Theater E
12:30 – 13:30	<u>Lunch</u> LG7 Canteen		
13:30 – 14:00			
14:00 – 15:00	<u>Project Demo Setup</u>	<u>Presentation Preparation - Oral & Poster</u>	<u>Poster Presentation with Demo</u> FYP Lab (Room 4203)
15:00 – 17:30	FYP Lab (Room 4203)	CS Lab 3 (Room 4213) or FYP Lab (Room 4203)	
17:30 – 18:30	<u>Hall check-in</u> UG Hall 2 ⁽²⁾	<u>Poster Setup</u> Venue: Lab (Room 4203) ⁽⁴⁾	
18:30 – 19:30	<u>Dinner</u> LG7 Canteen	<u>Dinner</u> LG7 Canteen	
19:30 – 21:00	<u>Student's Night</u> Multi-purpose Room (Room LG1027) ⁽³⁾	<u>Closing Ceremony Rehearsal</u> Venue: Lecture Theatre E ⁽⁵⁾	
21:00 – 23:00	<u>Free Time</u>	<u>Free Time</u>	

Note 1: You can leave your baggage in **Room 1511** after the briefing session. Please be reminded to attach a label with your name to your baggage.

Note 2: You need to gather at **Room 1511** to pick up your baggage and check in at your accommodation.

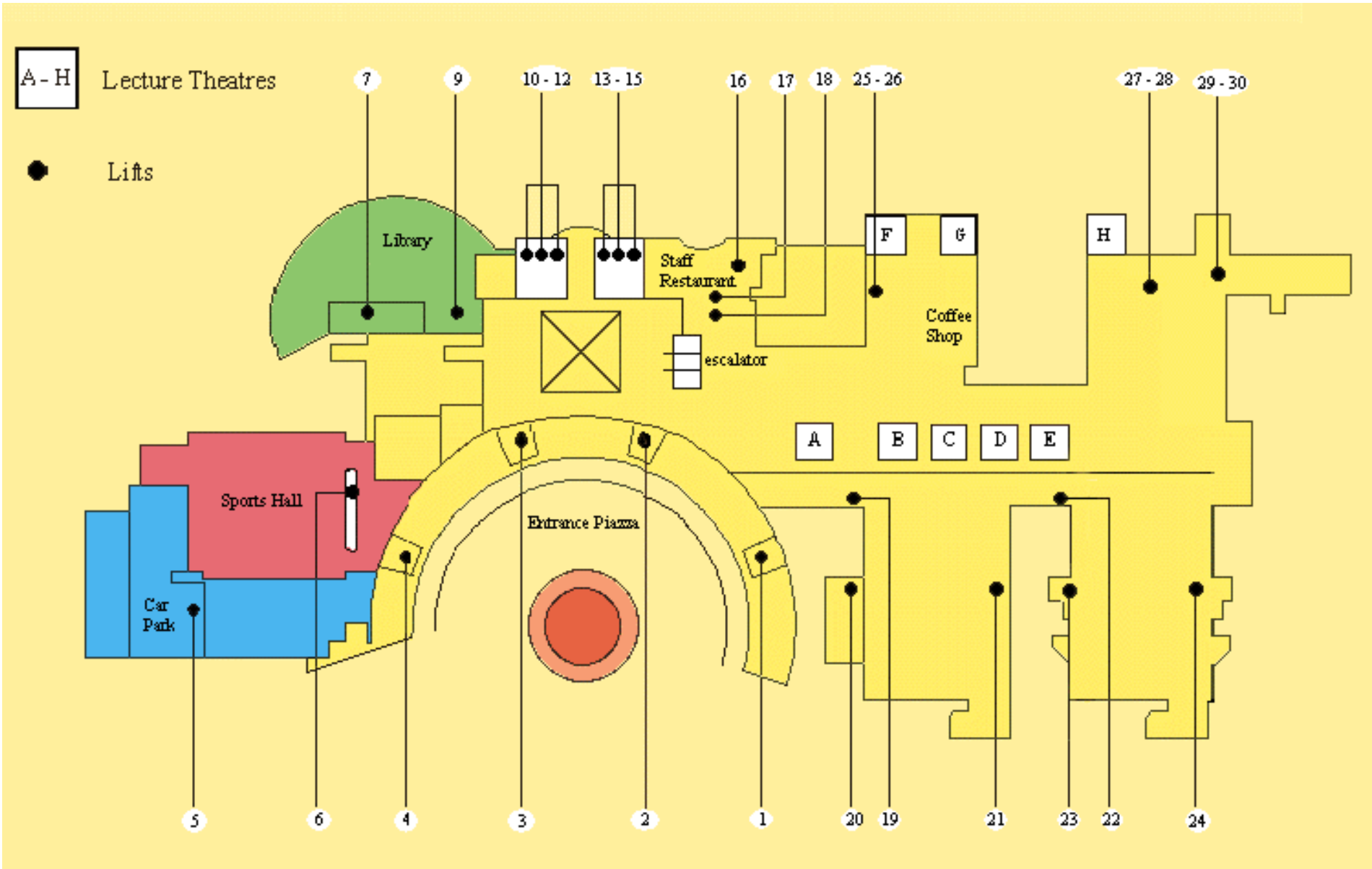
Note 3: A Students' night program will be organized by our student helpers.

Note 4: Please make sure to have the powerpoint file **ready by 10:30pm**, and **submit it to calina@cse.ust.hk**. Your group may also rehearse the oral presentation during this period.

Note 5: You will be briefed on the program rundown of the closing ceremony.

Note 6: You will check out at your accommodation when you leave your room on August 2 morning. You should bring your baggage with you to the closing ceremony at Lecture Theatre B.

Lift Map



Room Assignment

HALL : Undergraduate Hall II

To be confirmed...

Notes to Campers

Provision in Each Room:

Each room consists of single beds, desks and wardrobes and it is air-conditioned. Campers are reminded to bring jacket in case it is too cold in the room. Each camper will be provided with a pillow, a pillow case, a bed sheet and a blanket. The Hall **DOES NOT** provide personal accessories such as towel, suit, tooth paste, tooth brush, slippers and cups for campers.

Identification for Safety and Security:

A camper must present a valid *Temporary Resident Card* (will be given on July 31) for identification upon entry into Hall premises. Please do not feel offended if proof of identity is requested in the Hall by members of Hall staff.

Key:

A camper shall be responsible for the room key assigned for his/her use. Room key should **NOT** be duplicated, loaned or furnished to anyone else.

Visitors:

A resident may invite visitors to Hall during the visitor hours from 9am to 11pm. A visitor is NOT allowed to stay overnight in the Hall. All visitors entering or leaving Hall must register at the Reception.

A resident who invites a visitor to Hall shall be responsible for the conduct of his/her visitor while the visitor is in the Hall and for any changes incurred by the visitor.

Laundering Facilities:

Laundering is only acceptable in the Laundry of each Hall. The Laundry is equipped with coin-operated washing machines and dryers. Charges for one washing cycle is HK\$7.00 and that for drying is HK\$1.00 per 6 minutes. Participants may change coins at the Hall Office. Electronic iron and ironing boards are available to be on the loan upon request.

Access to Hall:

Entry to and exit from the Hall **MUST BE** made through the main entrance only except during emergencies when the nearest exits should be used. The main entrance operates with a number lock. Campers will be informed of the number of the lock upon check-in.

Hall Telephones:

Campers may use telephones in the hallway, life lobby and the Common Room on each floor of the Hall. Those expecting incoming calls from friends are reminded to check the telephone number of the phone nearest to their room and to inform their friends the telephone number as well as their room number. International calls can only be made by public-pay phones at the following locations:

Hall	Nearest location of public-pay phone
Undergraduate Hall I	G/F, Snack Room, Undergraduate Hall I
Postgraduate Hall II	
Undergraduate Hall II	2/F, Snack room, Undergraduate Hall II
Undergraduate Hall III	LG7 Student Canteen
Undergraduate Hall IV	
New Hall	

To operate the public-pay phone, coins or phone card are accepted. Phone cards are on sale in the Souvenir Center and Campus Bookstore.

Mailing Service:

Outgoing mails may be deposited in the mail box near the Hall Office. Stamps are available for sale in the Souvenir Center and Campus Bookstore.

Pantry:

There is a pantry on each floor of the Hall with facilities for making tea and reheating food. Cooking is **NOT** permitted in the pantry and other parts of the Hall.

Cleanliness:

Your kind cooperation to keep the room tidy and clean is appreciated.

Living / Campus Environment:

During your period of stay, there will still be students residing in the Hall. Please note that students may find it offensive to see someone smoking, drinking or attired improperly. T-shirts, shorts and sandals are the minimum requirements in any common areas of Hall premises. It will be considerate of you to minimize noise in late hours. For your own safety, **DO NOT** enter any University premises or facilities after opening hours without prior approval or arrangement.

Smoking & Fire Hazards:

This is a non-smoking campus. Smoking is **NOT** permitted in any part of the campus. Fire safety in the Hall is of prime importance. In case of fire, evacuate the building by the nearest available staircase / exit. **DO NOT** use the lifts.

All rooms in the Hall are equipped with advanced fire service installations such as smoke detector and sprinkler system. These installations can easily be activated by smoke or heat and the Fire Services Department will be alerted automatically. So please **DO NOT** use equipment that will generate smoke or heat in your room. The room occupant(s) shall be held liable for any expenses arising from a false alarm activated in the room occupied.

Use of Washrooms:

During the program period, campers of opposite sex are staying on floors normally for either male or female only. Washrooms on each floor are for **EITHER** male **OR** female only. Make sure you use the right washroom for the appropriate sex which may be located one floor up or down.