



香港家庭醫學學院
The Hong Kong College of Family Physicians

Rooms 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong

Tel: (852) 2871 8899 Fax: (852) 2866 0616

E-mail: hkcfp@hkcfp.org.hk Website: www.hkcfp.org.hk

香港仔黃竹坑道99號香港醫學專科學院賽馬會大樓8樓803-4室



RULES AND GUIDELINES ON AUDIO AND VISUAL RECORDING IN HONG KONG PRIMARY CARE CONFERENCE (HKPCC)

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A. RULES AND GUIDELINES ON AUDIO AND VISUAL RECORDING

The following Rules and Guidelines are issued by Organizing Committee, Hong Kong Primary Care Conference (OC, HKPCC). They apply to all forms of visual and audio recording, including but not limited to filming or the taking of photographs and videos by any means or methods or application of any technology.

All materials presented at the HKPCC, including but not limited to all slides, written or oral presentations, posters, and other materials used, displayed, shown, or otherwise published during the HKPCC, are protected by copyright and may not be reproduced, circulated or displayed in public or republished without the express written consent of the copyright owner(s) or representative(s), except as expressly provided in this Rules and Guidelines.

HKPCC has engaged official photographers to be present at HKPCC for the purpose of recording all proceedings in HKPCC. Any guest or attendee of, speaker at and participant in HKPCC who does not wish to be filmed or photographed or do not wish his or her images to appear in any film or photograph taken at HKPCC shall advise HKPCC of the same by advising HKPCC Organizing Committee / Designated coordinator.

Unauthorized recording (whether audio or visual) of presentations whether in whole, in part of any sessions, workshops, seminars, posters etc., without the express written consent of HKCFP or HKPCC and/or individual authors is strictly prohibited.

No individual or entity – including a presenting author – may film or otherwise record or broadcast or reproduce any proceedings at HKPCC (whether in whole or in part and whether by electronic or other means) without prior written consent of HKPCC.

Signs (No Photography and/or Recording) may be posted or displayed at the entrance or inside of the session room/premises or such places as HKPCC deems fit, or announcement made to that effect will be made by Session Moderator / Session Speaker.

Limited right to share

Invited guests, attendees or speakers are encouraged to network and enjoy the conference experience. Capturing of images at a social level and for sharing on a limited basis is permitted at the non-presenting areas or non-presenting session of HKPCC, but must be done in such a manner so as not to disrupt any



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proceedings of HKPCC. Flash photography is prohibited.

Violators of this Policy may be asked to leave the HKPCC, and maybe escorted and barred from the room or session. Repeat violators may have their HKPCC badge revoked and not be allowed to return to HKPCC.

Press / Journalist

All press representatives / journalists wishing to be present at HKPCC and/or to take photographs at HKPCC or to films or make recording of the proceedings of HKPCC or any part thereof must first register as 'press' and check-in at the conference's registration desk. They will be asked to sign a form agreeing to the following:

- Journalist represents a qualified news or media organization
- No webcasting or streaming is permitted
- HKPCC OC / HKCFP may limit at its sole discretion the location, times and subjects for video and audio recording and/or photograph taking
- Any request for interview of the conference's chairmen, HKCFP president or HKCFP representative must be made to the media contacts listed below in advance.

Media contacts:

HKCFP / HKPCC Secretariat



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B. Official Filming, Recording and Photograph-taking

HKCFP / HKPCC will have official photographers present at the HKPCC. There will be official photograph taking and filming of the opening ceremony, keynote sessions and specific sessions by such conference photographers. Any audio or video recording and photographs taken at the HKPCC may be used in future by HKCFP or HKPCC for or in connection with their publications or by any person authorized by them and such publications may be in hard or soft copy and distributed by any means including but not limited to distribution electronically, or in other HKCFP / HKPCC materials. Attendance of or participation in the conference constitutes an agreement with HKCFP or HKPCC by the registrant for the HKCFP / HKPCC to use and distribute the registrant's images or voice in photographs, videotapes, audiotapes, or other electronic media pertaining to the HKCFP / HKPCC events and activities.

The attendance by any person of HKPCC implies that consent is given by that person to HKCFP and HKPCC to be filmed and/or photographed and for any photographs or filmed taken to be used by HKCFP or HKPCC in its website or publications or for promotional activities. Any person who does not wish to be photographed or filmed shall advise HKPCC Secretariat and HKPCC shall use its best endeavours to ensure that no photograph or film will be taken of that person.

C. Rule and Guidelines for Speakers / Presenters

Speaker / Presenter should follow the following rules and guidelines.

HKCFP / HKPCC will have official photographers present at the HKPCC. Speakers / Presenters shall own the performance right to any presentation and shall be entitled to elect not to have their presentations recorded in anyway. If they elect to do, HKPCC will use its best endeavours to ensure their wishes are respected.

Speakers / Presenters should express their intention in advance or at the start of session if they do not wish their presentation or presentations materials to be photographed or recorded in anyway. Session Moderator / Facilitator will help to make such announcement. Signs (No Recording or Photography) will be displayed at entrance or inside the presentation room.

Speakers / Presenters must not record or broadcast whether electronically or otherwise of HKPCC proceedings whether in whole or in part except with the prior written consent of HKCFP or HKPCC.



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Photograph-taking of the session or speakers / presenters, or taken on behalf of speakers / presenters for sharing or networking is allowed. However, it should be done in a non-disruptive way.

Prior approval of the Organizing Committee of HKCFP and HKPCC is required for any written materials, including presentation handouts or any souvenirs intended for distribution to session attendees or participants by from speakers / presenters. If consent has been given by HKPCC, HKPCC staff will help in the preparation or distribution of written materials to attendees or participants.

D. Rules and Guidelines to Session Moderator / Coordinator/ Facilitator

Session Moderators / Coordinators / Facilitators should communicate with presenters / speakers / invited guests in advance whether they wish to be photographed or filmed whether officially or by attendees. Session Moderators / Coordinators / Facilitators should communicate with presenters / speakers / guests, and OC of HKPCC in advance regarding any written materials to be distributed during the session to attendees or participants.

E. Rules and Guidelines for Conference Participants / Guests / Audience

Participants / Guests / Audience of HKPCC should follow the Rules and General Guidelines below in respect of the taking of photographs and audio and visual recording. Participants shall have the right to elect not to be photographed or filmed. If they do not wish to be photographed or filmed they must communicate the same to HKPCC Organizing Committee / Designated coordinator.

Conference attendees /participants taking photos or recording during conference for limited sharing or networking must do so in a non-disruptive manner so as not to disturb the presenter and other attendees. The taking of photographs with flash is prohibited.

If a sign is posted (No Recording and No Photography) displayed at the entrance of conference room or premises, the participants / guests / audience should not take any photos or recordings during the whole session of conference activity.



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F. Signage example

a. Signage of "VIDEO RECORDING and PHOTOGRAPHY", example



Please be aware that photographs will be taken of this event and certain sessions will also be videotaped. These photographs and video coverage may be used in HKCFP / HKPCC publications and on our website. If you do not wish to appear in the photographs and/or the video, please make this known to the photographer and the video camera crew.

b. Signage of "AUDIOVISUAL RECORDING and PHOTOGRAPHY is PROHIBITED", example



Please be aware that no audio or video recording or photograph-taking is allowed in this event or session.