

Cyberport Visit – POLICY AND PROCEDURES

1) **Opening Hours for the ICT Inspiration Tour**

Mondays to Fridays : AM Session – 10:00 am to 12:00 nn
PM Session – 2:30 pm to 5:00 pm
Saturdays, Sundays and Public Holidays : Closed

2) **Address**

100 Cyberport Road, Hong Kong

3) **Application Fee ***

<u>Application Fee</u>	<u>Number of Visitors</u>
HK\$800	10 or less
HK\$1,500	11 – 30

Application fee must be made to Cyberport by crossed cheque payable to “**Hong Kong Cyberport Management Company Limited**”.

4) **General Policy**

- The Hong Kong Cyberport Management Company Limited (Cyberport) welcomes group visits. Applications from individuals will normally not be entertained except prior approval is granted by Cyberport’s CEO or his / her designates.
- Application can only be made within 3 months ahead of the intended visit date.
- Application shall be submitted in no less than three weeks before the intended date of the visit.
- The maximum number of visitors per session is 30. Groups exceeding 30 people may be divided into smaller groups for tour. Oversize groups need prior approval from Cyberport and may be charged with higher application fee.
- Upon acceptance and confirmation of the reservation, applicants must submit the application fee (specified in point 3 above) by crossed cheque payable to “Hong Kong Cyberport Management Company Limited” five working days before the date of visit.
- Cyberport reserves the right to cancel / postpone the visit if applicant fails to submit the application fee or additional information with the application form.
- Application fees may be waived at the absolute discretion of Cyberport. Parties eligible for application fee waiving may include government bodies and charity organisations.
- Cyberport reserves the right to limit the frequency of tours provided to any organization within a specified period of time.
- Cyberport reserves the right to cancel / postpone the tour should the group arrives late for 15 minutes or more of the scheduled time. The visit will be re-arranged to a mutually agreeable date / time.
- All visits will be cancelled when Typhoon Signal No. 8 or above is hoisted or the Black Rainstorm Black Signal is issued. Cyberport will do its utmost to re-schedule the visit to a mutually agreeable date / time.

This policy and procedures may be updated from time to time, without prior notice. Please check the latest policy at www.cyberport.hk.

- In case of disputes, the decision made by Hong Kong Cyberport Management Company Limited will be final.

5) Application Procedures

- Interested parties must complete the Application Form (see Appendix A for Application Form).
- Completed Application Form with company / organization chop together with application fee should be sent to the address below at least 3 weeks before the date of the visit :

Cyberport Facilities Management Office
Unit 401, L4, IT Street, Core A, Cyberport 3, 100 Cyberport Road
Attn: Application for the ICT Inspiration Tour

- Applications will be processed on a first-come-first-served basis and at the absolute discretion of Cyberport.
- Cyberport endeavors to provide a reply within two weeks from the date of receiving the Application Form. If reply is not received within two weeks, please contact our Cyberport Facilities Management Office at (852) 3166 3111.

6) Visit Programme*

Location	Details	Time
L1 Lobby, Cyberport 2	<ul style="list-style-type: none"> • Assembly • Programme and rules & regulations briefing 	5 min
L4 Lobby, Cyberport 2	<ul style="list-style-type: none"> • Overview of Cyberport model 	10 min
The Podium	<ul style="list-style-type: none"> • Cyberport campus tour 	10 min
Mobility Experience Centre	<ul style="list-style-type: none"> • Understand the development of mobile technology and attain hands-on experience on the latest mobile technologies. 	30 min
The Arcade, Cyberport	<ul style="list-style-type: none"> • Introduction of Cyberport retail and entertainment complex, which houses an international mix of retail shops, restaurants, supermarket and cinema 	10 min

* The program is for reference only. Cyberport will provide a final programme when the application is approved.

7) Rules and Regulations

- A Cyberport tour guide will accompany the group throughout the visit. Visitors should not leave the group without prior notice to the Cyberport tour guide.
- Upon arrival, the representative of the visiting group is required to register with the tour guide.
- The representative of the visiting group must be responsible for the behavior and safety of the visitors throughout the visit.
- Visitors will have to follow the rules and instructions from the tour guide throughout the visit.
- The number of visitors should not exceed the specified limit stated in the Application Form. Prior approval must be sought from Cyberport if there is any change in the number of visitors, Visitors are not allowed to use / operate facilities / equipment in Cyberport other than those open for public use and with the permission of the tour guide.

- Any inappropriate behavior may result in termination of the tour and / or removal of the offender. The offender should also be held responsible and compensate for any damages caused.
- Visitors are not allowed access to restricted areas.
- Eating and drinking are not allowed in the indoor areas.
- Smoking is strictly prohibited at all areas.
- Recording during the visits or interviews with Cyberport personnel can only be conducted with prior official approval.
- All visitors are responsible for their own safety and should take good care of their children and belongings. Cyberport holds no responsibility for any liability to the visitors.
- Evacuation - Upon notice of an evacuation in case of emergency, visitors will proceed to the assembly area with the tour guide for roll call. Visitors shall remain in contact with their tour guide at all times.

8) **Transportation***

- All visitors should arrange their own transportation to and from Cyberport.
- Vehicle Drop-off and Pick-up Point: Level 1, Cyberport 2, 100 Cyberport Road, Hong Kong (see Appendix B for Cyberport Map with Indication of Vehicle Drop-off and Pick-up Point).
- Car parking is available at Level 2 of Cyberport 2. The charge is HK\$16 per hour
- Information on public transportation is listed below:

	Route no.	Route
Franchised Bus Routes	30X	Cyberport ↔ Central (IFC 2 / Exchange Square)
	73	Stanley ↔ Cyberport
	73P	Aberdeen ↔ Cyberport
	107P	Laguna Verde, Hunghom ↔ Cyberport
	970	So Uk Estate, Sham Shui Po ↔ Cyberport
	42C	North Point Ferry Pier ↔ Cyberport
Green Mini Bus Routes	10	Causeway Bay (Jaffe Road) (via Jaffe Road, Lockhart Road, Harcourt Road, Bonham Road) ↔ Cyberport
	10P	Causeway Bay (Jaffe Road) (via Jaffe Road, Lockhart Road, Connaught Road Central, Connaught Road West, Pok Fu Lam Road, Bisney Road, Sandy Bay Road) ↔ Cyberport
	58	Aberdeen ↔ Cyberport ↔ Kennedy Town (North Street)
	69	Quarry Bay ↔ Cyberport
	69A	Aberdeen ↔ Cyberport
	69X	Causeway Bay ↔ Cyberport

** Information is subject to change without prior notice. Please visit (http://www.cyberport.hk/en/about_cyberport/about_getting_here) for the latest transportation information.*

9) **Interpretation and Exception**

- Cyberport reserves the right to interpret, approve, and amend the “Cyberport Visit - Policy and Procedures”.

10) **Enquiries**

Tel : (852) 3166 3111 / Fax : (852) 3166 3100 / Email: facility@cyberport.hk

– END –



Application fees please post to:
 Cyberport Facilities Management Office
 Unit 401, L4, IT Street, Core A, Cyberport 3, 100 Cyberport Road
 Attn.: Application for the Cyberport ICT Inspiration Tour
 [Fax: (852) 3166 3100 / Email: facility@cyberport.hk]

Visit Application Form

<i>Applicant's Details</i>			
Organization / Company Name			
Address			
Organization / Company Profile			
Visitor Profile			
Contact Person Name & Title		Day Time Contact No./ Mobile No.	
Email		Fax No.	

<i>Visit Details</i>			
Preferred Date		<input type="checkbox"/> AM session <input type="checkbox"/> PM session	No. of Visitors (30 pax per group)
Reasons for Visit			Language <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> English
Applicant's Signature		Organization / Company Chop	
Name in Block Letters		Date of Application	

Terms and Conditions

- Applicants MUST read the "Visit Policy and Procedures" with a fully understanding before application submission. All visitors have to abide by the rules.
- Application fee (HK\$800 for 10 pax or below & HK\$1,500 for 11 to 30 pax) by crossed cheque payable to "Hong Kong Cyberport Management Company Limited" and post to Cyberport Facilities Management Office, Unit 401, Core A, Cyberport 3, 100 Cyberport Road (Attn: Application for the ICT Inspiration Tour)
- Payment must be made 3 weeks in advance before visit date.
- In case of cancellation or date change, applicant MUST inform Cyberport in writing at least two working days before the visit date.
- In case of disputes, the decision made by Hong Kong Cyberport Management Company Limited will be final.
- Visit itinerary is subject to change without prior notice.

For Official Use Only

	Application Fees	Signature	Date
Recommendation by Marketing Department			
Approved by CEO/COO			
Remarks	<input type="checkbox"/> VIP <input type="checkbox"/> General		Ref. No.

Cyberport Map with Indication of Vehicle Drop-off and Pick-up Point



Cyberport 1

- A** Meeting Room 1-3 (L4)
- P** Car Park 1 & 2
- Drop Off** Drop Off

Cyberport 2

- B** The Podium
- PTI** Public Transport Interchange
- Drop Off** Drop Off

Cyberport 3

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> C Facility Management Office (L4) D Cyberport 3 – Core A E Hong Kong Wireless Development Centre (L4) F Cyberport 3 – Core B G Cyberport 3 – Core C H Video Conferencing Room 1-3 (L3) | <ul style="list-style-type: none"> I GoGYM (L3) J Technology Centre (L3) K Cyberport 3 – Core D L Cyberport 3 – Core E M Green Concourse (L3) N Function Room 1-3 (L3) | <ul style="list-style-type: none"> O Sea View Concourse (L3) P Training Theatre (L3) Q Cyberport 3 – Core F R Entrepreneurship Centre (L5) S Training Room 1-3 (L3) T Terrace Garden (L3) P Car Park 3 Drop Off Drop Off |
|---|--|--|

Cyberport 4

- P** Car Park 4 [Restricted Use]
- Drop Off** Drop Off

The Arcade

- U** Ocean View Court
- V** Sea View Terrace