

致 : 可持續發展委員會秘書處
To Secretariat, Council for Sustainable Development

傳真 : 3150 8168
Fax No.

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旁聽可持續發展委員會的公開會議
Observation of Open Meetings of the Council for Sustainable Development

預留座位
Reservation of Seat(s)

要求旁聽的會議
Meeting Intended to Observe _____ / _____ / _____ 上午/下午*
AM / PM*
(日Date) (月Month) (年Year)

旁聽者資料
Particulars of Observer(s)

	姓名 Name	聯絡電話號碼 Contact Telephone No.	傳真號碼 Fax No.
1.			
2.			

Note – Seats will be allocated through advance booking on a first-come-first-served basis.
Please confirm whether seat(s) are reserved before the meeting.

註 – 座位會以先到先得的原則預先登記及分配，請在會議舉行前確定是否已獲預留座位。

_____ / _____ / _____
(日Date) (月Month) (年Year)

* 請刪去不適用者 Delete whichever is inappropriate

個人資料聲明 Statement on Personal Data

可持續發展委員會秘書處從這份表格收到的個人資料，只會用作與擬旁聽會議人士聯絡或相關的用途。

The personal data provided to the Secretariat, Council for Sustainable Development (the Council) in this form will only be used for liaising with applicant(s) for observing the open meetings or related purposes.

可持續發展委員會的公開會議旁聽規則撮要

所有旁聽者：

- (a) 必須衣著整齊和遵守秩序；
- (b) 必須按場地職員的指示就座及不可發出滋擾他人的聲音；
- (c) 必須關掉流動電話和其他電子產品的響鬧裝置；
- (d) 未經許可，不可在會議轉播室進行錄音或攝錄；
- (e) 不可攜帶揚聲器、橫額、大型物件或任何會滋擾旁聽會議的人士或影響會議正常運作的物品／器材進場。倘場地職員有理由相信旁聽者可能會造成滋擾，即可拒絕其進入會議轉播室；
- (f) 不得喧嘩或呼叫口號；
- (g) 不得在會議轉播室內外展示任何標誌、標語或橫額；
- (h) 不可飲食或吸煙；以及
- (i) 必須服從場地職員為維持秩序及保持場地清潔而發出的指示。

Extracts of Rules for Observing Open Meetings of the Council

All observers must –

- (a) dress properly and behave in an orderly manner;
- (b) be seated as directed by the venue staff, and NOT generate any disturbing noise;
- (c) turn off the beeping devices of mobile phones and other electronic products;
- (d) NOT record or film inside the PVR without permission;
- (e) NOT bring loudhailers, banners, bulky baggage or any materials/equipment which may cause disturbance to the observation of the meeting or normal proceedings of the meeting. The venue staff may refuse the entry of any observer into the PVR if there is reason to believe that his/her entry is likely to cause a nuisance;
- (f) NOT clamour or chant slogans;
- (g) NOT display any sign, message or banner within or outside the PVR;
- (h) NOT drink, eat or smoke; and
- (i) comply with directions given by the venue staff for the purpose of keeping order and general cleanliness of the venue.