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# Stay tuned with SAO!





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# Pathway to Successful Student Activity on Campus

## Session 1

Date: 21 Jan 2020

Time: 13:00-14:30

## Session 2

Date: 26 Jan 2020

Time: 13:00-14:30



um 澳大

# Agenda

- Guidelines for the Organization of Student Activities
- Official email accounts for student organizations
- Webpage for student organization service
- Reservation for venue and promotion
- Reservation of temporary accommodation at UM Guest House
- Co-organization of activities with outsiders
- Campus-wide alcohol policy
- Outbound exchange trips
- Application for “Whole Person Development Award Programme”



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# Guidelines for the Organization of Student Activities

1. Suspend all exchange activities with unit and personnel of countries or cities apart from areas with low risk of COVID-19 Transmission.
2. Perform crowd management by limiting the total number of spectators and participants to less than 50% of the venue capacity.
3. If you need to invite outsiders to act as performers, speakers, contestants, etc. for the event, you are not allowed to invite individuals of countries or cities apart from areas with low risk of COVID-19 Transmission.
4. The organizer shall record the arrival and departure time of all participants (including performers, staff, spectators and participants, etc.) as far as possible.
5. When there are too many participants, it is recommended to stagger the arrival and departure times to the venue. If conditions allow, entrances and exits should be adjusted according to the actual situation to avoid too many people gathering at the same entrance/exit at the same time.



# Guidelines for the Organization of Student Activities

More guidelines to note from the Centre for Disease Control and Prevention (CDC)

<https://www.ssm.gov.mo/apps1/PreventCOVID-19/ch.aspx#clg17668>

1. 預防新型冠狀病毒肺炎－集體節慶、文娛、康體活動的管理建議 (2020.09.24)  
Prevent Novel Coronavirus Pneumonia – Advice on the Management of Collective Festive Events, and Recreational and Sports Activities (2020.09.24)
2. 預防新型冠狀病毒肺炎－給高等院校復課後的管理建議 (2020.12.23)  
Prevent Novel Coronavirus Pneumonia – Advice on Class Resumption for Higher Education Institutions (2020.12.23)
3. 預防新型冠狀病毒肺炎－給高等院校及學生的建議 (2020.12.23)  
Prevent Novel Coronavirus Pneumonia – Advice to Higher Education Institutions and Students (2020.12.23)
4. 預防新型冠狀病毒肺炎－會議、講座、考試及同類型集體聚會的管理建議 (2020.09.21)  
Prevent Novel Coronavirus Pneumonia – Advice on the Management of Conferences, Lectures, Examinations and Similar Collective Events (2020.09.21)
5. 預防新型冠狀病毒肺炎－美食攤位活動的管理建議 (2020.09.24)  
Prevent Novel Coronavirus Pneumonia – Advice on the Management of Events with Food Stalls (2020.09.24)
6. 預防新型冠狀病毒肺炎－團體舉行餐飲活動的管理建議 (2020.09.17)  
Prevent Novel Coronavirus Pneumonia – Advice on the Management of Group Catering Events (2020.09.17)



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# Official email accounts for student organizations

1. Please use the official email account ([XXX@connect.um.edu.mo](mailto:XXX@connect.um.edu.mo)) of your club for communication and request
2. Starting on **Jan 26, 16:00**, the Legacy student email service for student organizations will be phased out, the email accounts will be migrated from UNIX Legacy Email Service to UM@Connect (Provided by Microsoft) with larger email quota and better user interface

	Quota Limit	Access Method	Email Address
UNIX Legacy Service	200MB (Default Quota) 1.6GB (Maximum Quota)	<a href="https://webmail.um.edu.mo/">https://webmail.um.edu.mo/</a> → [Legacy Service]	Example: <a href="mailto:umsu@um.edu.mo">umsu@um.edu.mo</a>
UM@Connect	50GB	<a href="https://webmail.um.edu.mo/">https://webmail.um.edu.mo/</a> → [UM@Connect]	Example: <a href="mailto:umsu@connect.um.edu.mo">umsu@connect.um.edu.mo</a>  Emails sent to <a href="mailto:umsu@um.edu.mo">umsu@um.edu.mo</a> will also deliver to the UM@Connect mailbox

**For the steps for migrating email from UNIX Legacy Email to UM@Connect, please check the email sent to your clubs on 20/01/2021.**



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# Webpage for Student Organizations



SAO website:  
<https://www.um.edu.mo/sao>



Click "SDS"



Go to "Student Leadership"



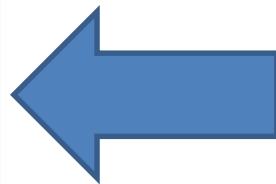
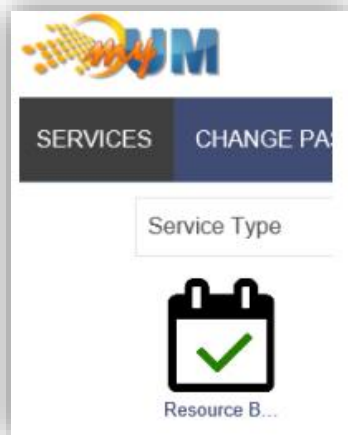
Click "Student Organization Service"

Student Development Section (SDS)



# Reservation for Venue & Promotion

- Reservations should be made online via myUM Portal (<https://myum.um.edu.mo>)
- Venue and banner availability can be checked via the e-booking system
- Please check the availability before submitting the requests



A screenshot of the UMPASS Authentication Service login page. The page header includes the University of Macau logo and name in Chinese and English. The main content area is titled 'UMPASS Authentication Service SINGLE SIGN ON' and contains a login form with fields for 'UserID@umac.mo' and '密碼', a 'Change or forgot password?' link, and a '登入' button. To the right of the form is a 'UMPASS' logo and a section titled 'IMPORTANT REMARKS:' with two bullet points: 'Before login, always verify the page's web address and make sure it starts with https://websso.umac.mo/' and 'Always logout and close all browser windows after accessing services'. The footer contains links for 'UM Home', 'ICTO Home', 'ICTO Knowledge Base', and 'Contact Us', along with a copyright notice for ICTO, University of Macau.



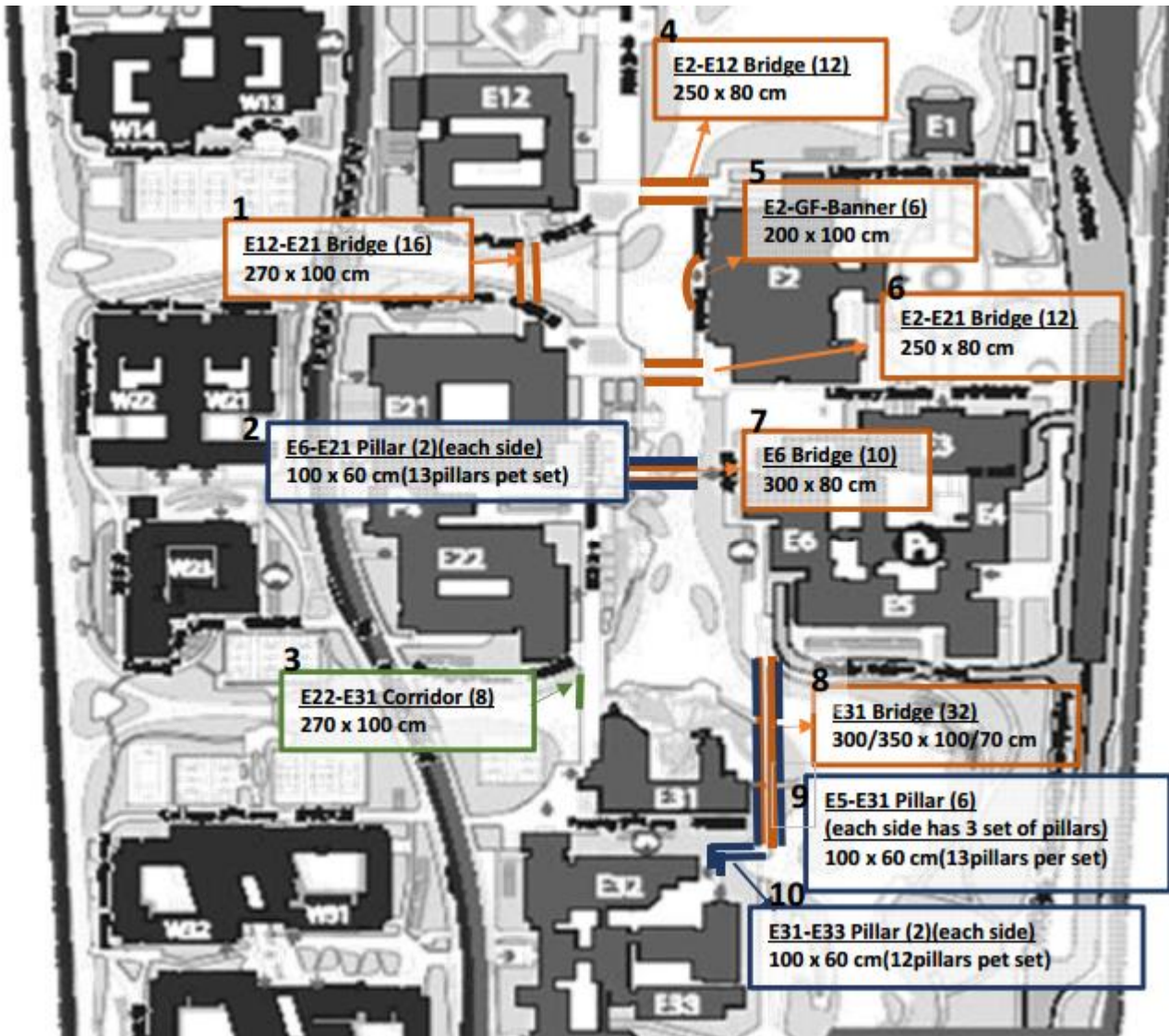
# Promotional Materials Hoisting

- Applicants can request to hoist the promotional materials (including banners, easy-stands, foam boards) more than 7 days before the first day of activity, in which the maximum hoisting duration is 30 days
- Sample of the promotional materials must be attached in the application for approval, otherwise the application will not be accepted
- Application for the reservation of banner/easy-stand hoisting must be submitted in advance according to the locations as below:

Location	Application
Bridges / Corridors	at least 5 working days in advance
Student Activity Centre (E31)	at least 4 working days in advance
Sports Complex (N8)	at least 4 working days in advance
Digital Signage System	at least 12 working days in advance



# Location for Promotional Materials Hoisting



Banner Location	Quantity
E12-21 Bridge	16
E22-E31 Corridor	8
E2-E12 Bridge	12
E2-GF Bridge	6
E2-E21 Bridge	12
E6 Bridge	10
E31 Bridge	32
E4-1F Banner	1
<b>Total</b>	<b>97</b>



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# Location for Promotional Materials Hoisting

Banner Location	Quantity	Remarks
E6-E21 Pillar	4	6 pillars
E5-E31 Pillar	6	13 pillars
E31-E33	2	12 pillars
<b>Total</b>	<b>12</b>	

- Promotional materials can only be posted on the sides of pillars with code labels.
- Reserved hoisting areas could only be used by approved applicants. No transference to other clubs or parties is allowed.
- SAO reserves the right to remove any promotional materials violating the above rules without prior notification. Reminders and/or warnings will also be given to any violations.



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# Digital Signage System

- Application should be submitted to SAFs at least 12 working days in advance via email
- Content requirement:
  - Picture: JPG, PNG or BMP format
  - Resolution 1080 x 1920
  - No more than 10 pictures
  - Less than 5MB for each picture
- Indoor digital signage works from 7:00-23:00, outdoor digital signage works 24 hours every day



# IMPORTANT NOTES

- Any changes or cancellation must be raised at least 2 working days prior to the hoisting day
- Hoisting reservation will be cancelled **AUTOMATICALLY** if no promotional material is being hoisted on the first day of reservation
- Reserved hoisting areas could only be used by the approved applicants. No transference to other parties is allowed
- Users must not occupy spaces other than the approved area
- Applicant is responsible for the hoisting, removal and maintenance of one's promotional materials during the reserved period
- Any violation of above items will result in reminder, warning or penalty



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# Other Promotion Methods (1/3)

## E-bulletin

- English is compulsory and bi-lingual is preferred
- Send to SAFs 4 working days in advance

## Poster posting

- With the stamp of organization and the expiry date
- Bi-lingual activity name, contact info, etc.
- Submit to SAFs for endorsement (SDS / OSA stamp)

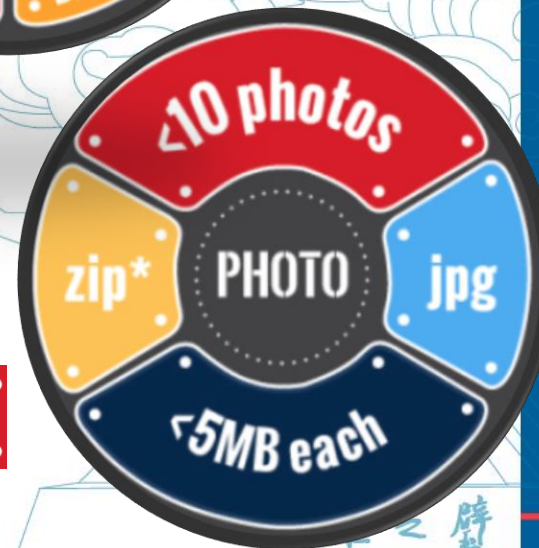
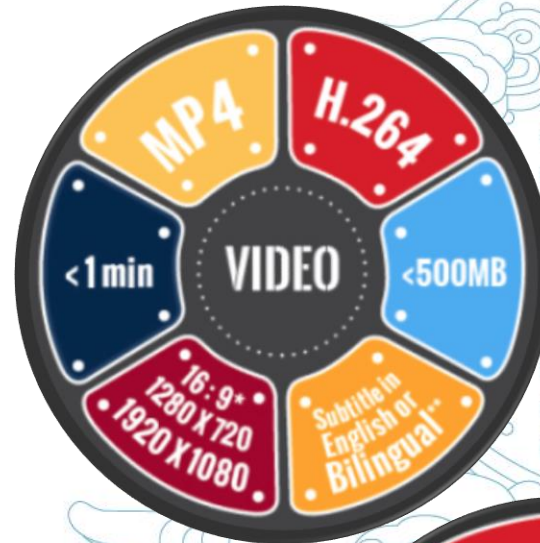


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# Other Promotion Methods

## (2/3)

# UMTV



**16 Campus Displays** **8am - 10pm**



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# Use of Venue - Booths

- Maximum booking duration for booths is no more than 7 days
- Reservation requests have to be submitted in advance according to the locations as below:

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<b>Booth Reservation</b>	<b>Application</b>
Central Teaching Building (E3-E4)	at least 5 working days in advance
Student Activity Centre (E31)	at least 4 working days in advance
FAH (E21a), FSS (E21b), FBA (E22)	at least 4 working days in advance

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# Use of Venue – University Hall and Student Activity Centre Theatre

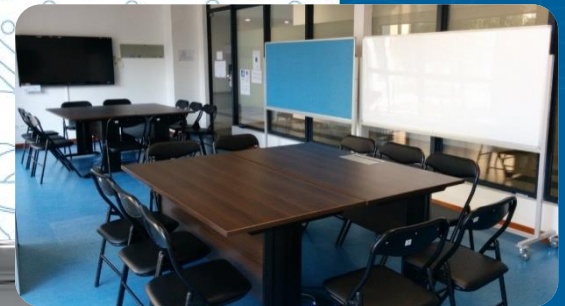
- Online application must be submitted at least 15 working days in advance prior to the first day of venue reservation
- Users are required to provide the following information together with the application, otherwise booking request will be declined:
  - activity rundown,
  - estimated number of participants,
  - name of organizer(s) and co-organizer(s),
  - name of invited guest(s), performer(s), etc.,
  - floor plan, list of equipment and setup requirement
- In order to optimize the use of venue, the ratio of setup & rehearsal time to performance time should be 3:1 or less
- Applicants should allow sufficient time for set up and dismantle which shall be included in the venue reservation period
- Reservation will be cancelled AUTOMATICALLY if no responsible person from the organizing party arrives within the first 20 minutes of the reserved period



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# Use of Venue – E31 Multifunction Rooms and Meeting Rooms

- Online application must be submitted at least 4 working days in advance prior to the first day of venue reservation
- Users are required to provide the list of equipment (if needed) together with the application
- Should there be any changes in the date, time and content of the event, SAFs should be informed by email immediately and the concerned reservation is subject to re-approval



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# Use of Venue – E31 Plaza

- Online application must be submitted at least 2 weeks in advance prior to the first day of venue reservation
- Users are required to provide the list of equipment (if needed) together with the application



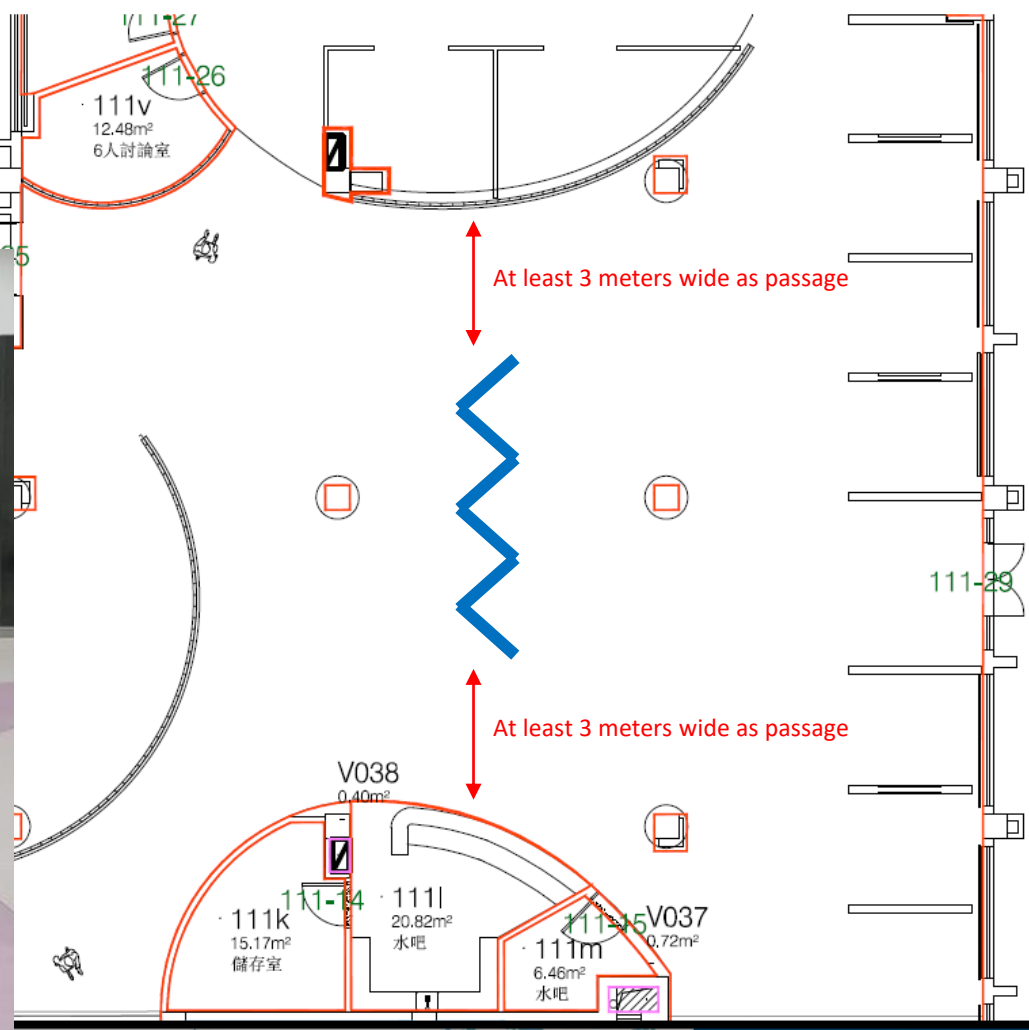
# Use of Venue – E6 Learning Common

## Exhibition Setting 1

- Exhibition board x 6

### Remarks:

- Maximum reservation period: 7 days



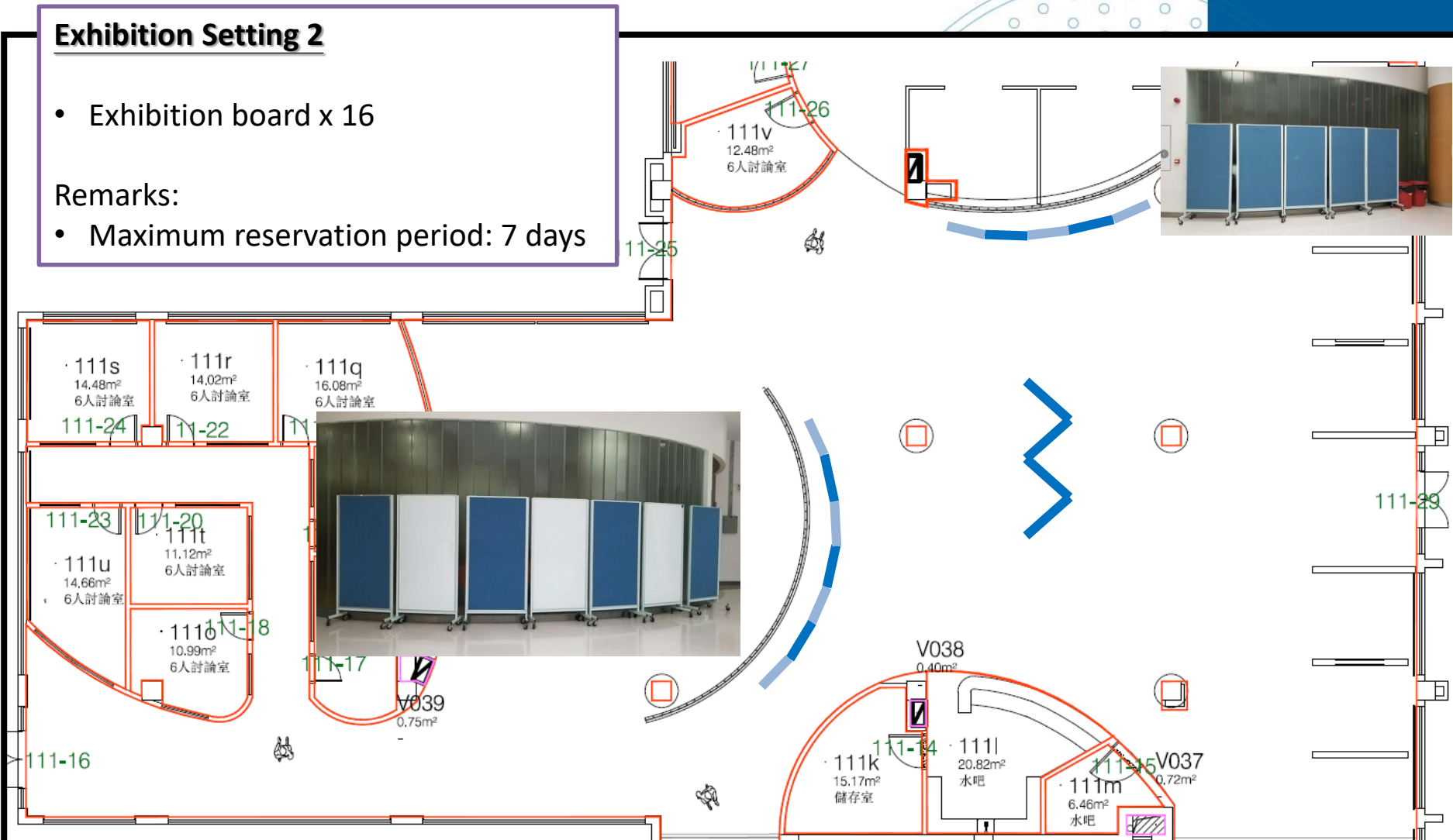
# Use of Venue – E6 Learning Common

## Exhibition Setting 2

- Exhibition board x 16

Remarks:

- Maximum reservation period: 7 days



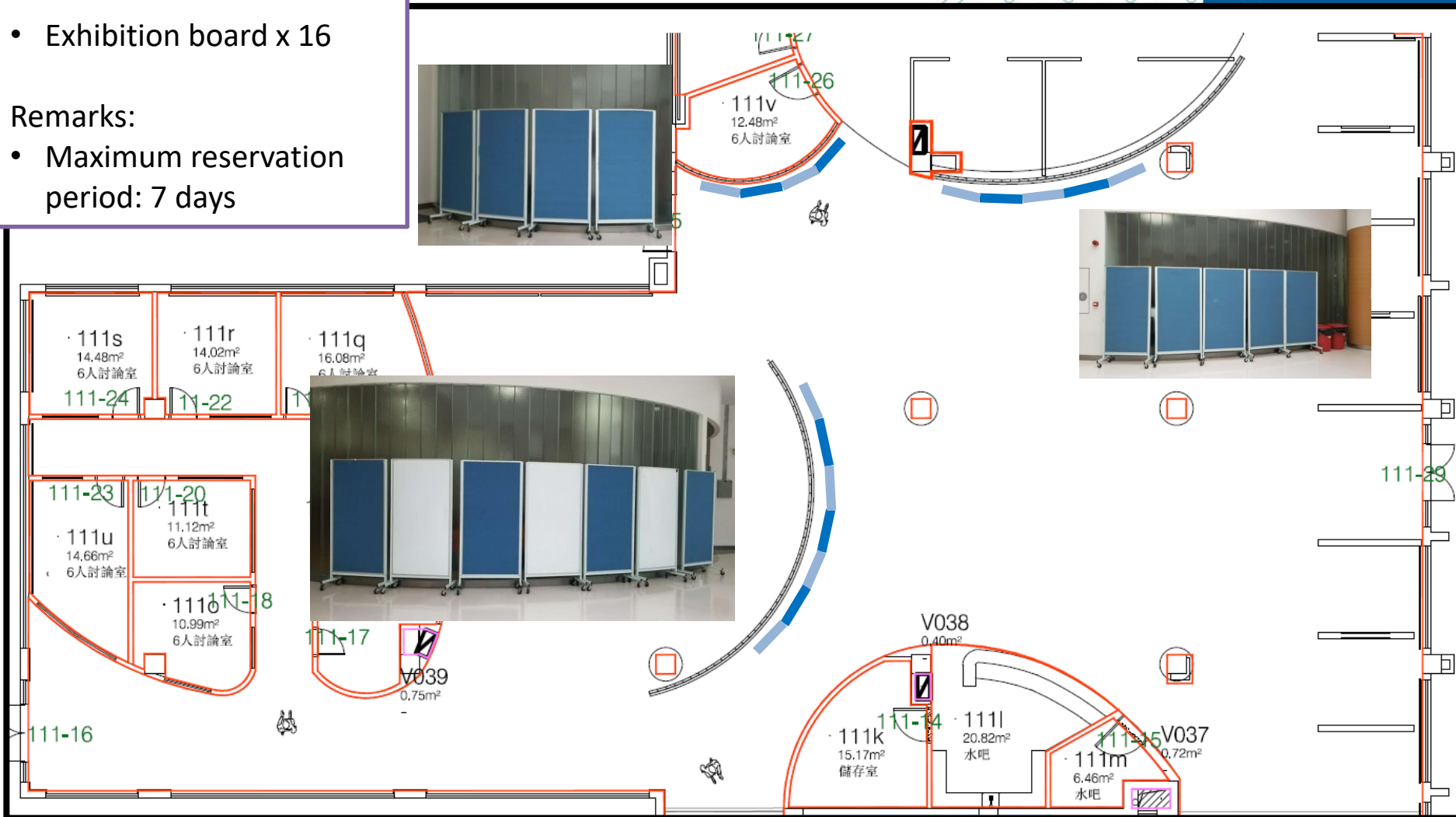
# Use of Venue – E6 Learning Common

**Exhibition Setting 3**

- Exhibition board x 16

Remarks:

- Maximum reservation period: 7 days



# Use of Venue – E6 Learning Common

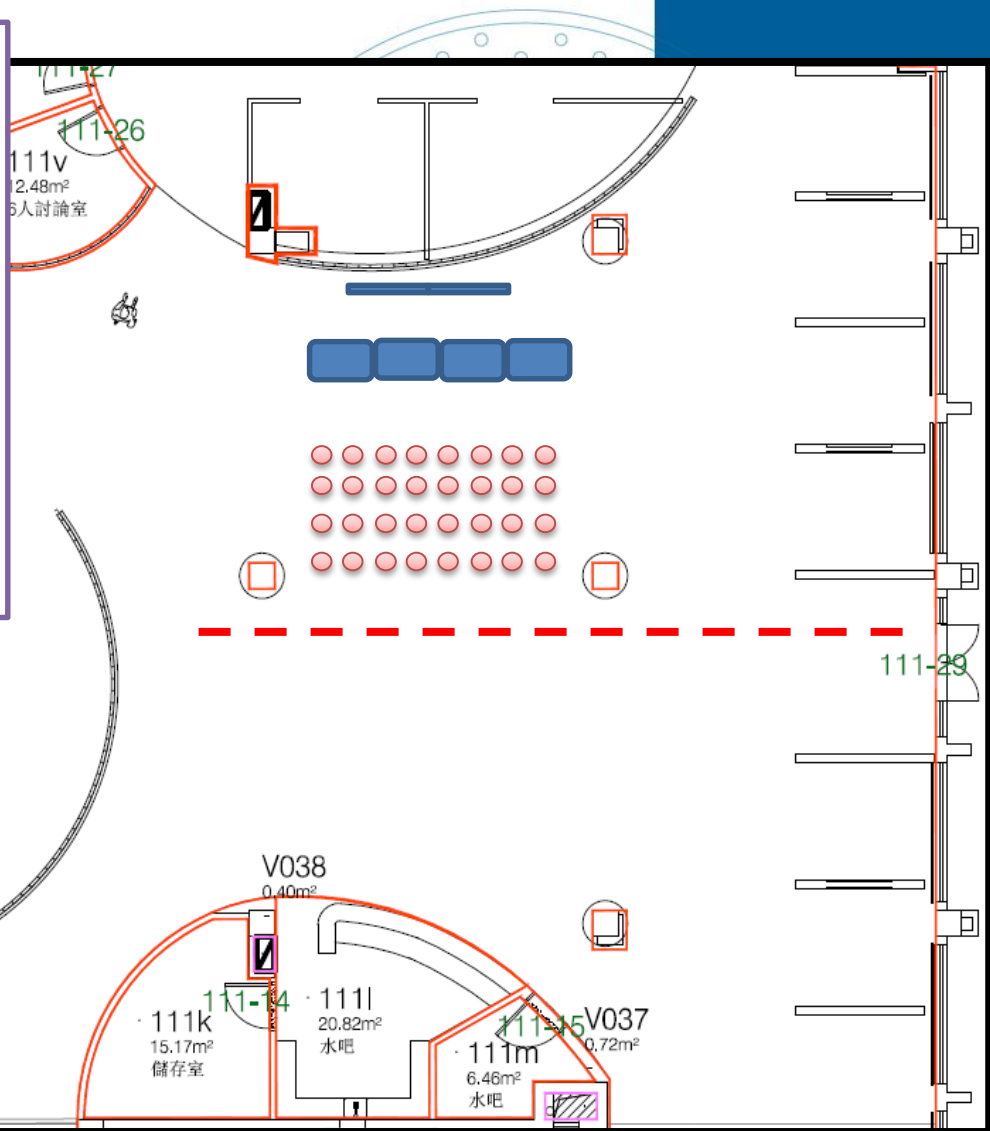
**Sharing Session Setting 1**

Equipment required (max. qty.)

- Double table x 4
- Chair x 36
- Horizontal board x 2

Remarks:

- Chairs should be set up between the 2 pillars and should not block the main entrance
- Audio equipment will not be allowed at the venue

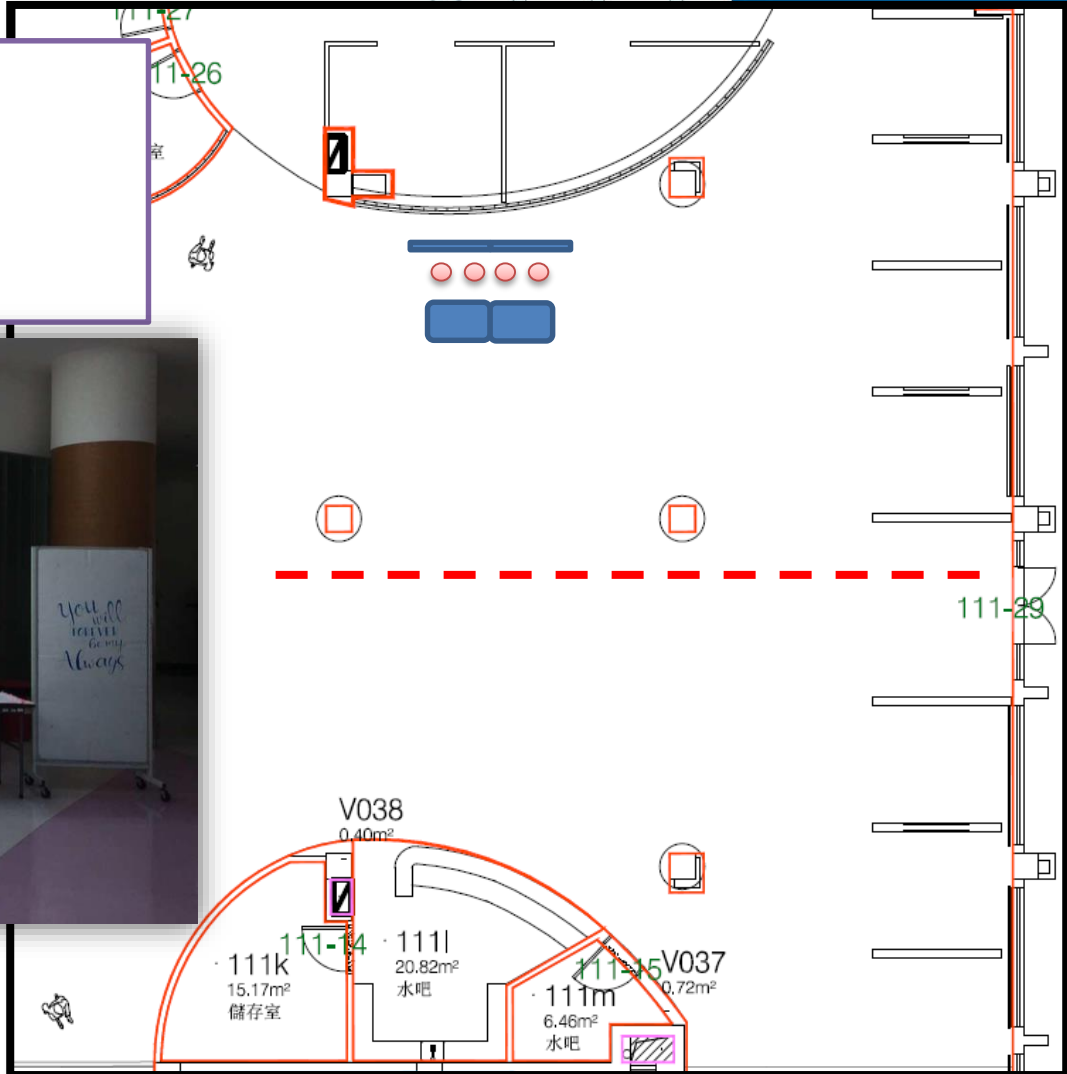


# Use of Venue – E6 Learning Common

## Booth Setting

Equipment required (max. qty.)

- Double table x 2
- Chair x 4
- Horizontal board x 4





# Reservation of Venue & Promotion unavailable in the E-booking System

- Request the special application form from your SAFs
- Application must be submitted at least 2 months in advance prior to the first day of reservation. Last minute request will not be accepted
- Users are required to provide the following information together with the application, otherwise booking request will be declined:
  - activity rundown,
  - estimated number of participants,
  - name of organizer(s) and co-organizer(s),
  - sample of promotional materials, floor plan, list of equipment and setup requirement
- Applicants should allow sufficient time for set up and dismantle which shall be included in the venue reservation period



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# Reservation of Sports Facilities

- Application forms should be submitted at least 14 working days in advance (but not earlier than 90 days) prior to the first day of reservation
- Should there be any changes / cancellation in the date, time and content of the event, SAFs should be informed by email at least 9 days in advance and the concerned reservation is subject to re-approval
- All reservation time must start at the beginning of hour and end at the end of the hour, i.e. 10:00 – 11:00, but not 10:30 – 11:30
- To maximize the usage of sports facilities, for indoor sports facilities, please avoid booking time of 20:00 – 22:00, but book 19:00 – 21:00 or 21:00 – 23:00.
- Any violation of the “UM Sports Facilities Rules” will result in reminder, warning or penalty
- The venue may be closed by OSA without prior notice if it is not suitable for use.



Application  
form



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# Reservation of Temporary Accommodation at UM Guest House

- UM Guest House is located at N1 and provides short term accommodation for visitors and guests of the University
- Room rate: MOP 700/night for single room and MOP 800/night for shared room
- Application should be submitted at least 1 month in advance prior to the arrival of the guests
- Guest information require:
  - Purpose of visit
  - Date of check in and out
  - Name, gender and place of origin of guests
  - Copy of identification document
- Allocation of guest accommodation is based on first-come-first-served basis

✓ If you would like to request waiving fee, you are required to inform your SAFs at least 3 months in advance



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# Co-organization of Activities with Outsiders

## Points to consider before the co-operation:

- Does the theme of the co-organizing activity fit the mission/goal of the student organization?
- Does the co-organizing activity beneficial to UM students?
- Does the co-organizing activity involve commercial purposes?
- What is the role of the student organization in this co-organizing activity? Or how is the job allocation between the co-organizing parties?

- ✓ Before you confirm the deal with outsiders, you **MUST** consult your SAF and seek for further advices. At least 2-month in advance is recommended.
- ✓ SAFs will let you know more concerns, e.g. feasibility of organizing the event on campus, venue tariff involved, etc.



# Co-organization of Activities with Outsiders

- In case you are not co-organizing the activity with the outsider and it insists to organize the activity on UM campus, you may refer it to Facility Development Section (FDS)



The screenshot shows the University of Macau website. The top navigation bar includes the university logo, name in Chinese and English, social media icons, a search bar, and links for 'Prospective Students', 'UM Students', 'Staff', 'Alumni', 'Media', and 'Visitors'. The main menu has six items: 'About UM', 'Study at UM', 'Research', 'Faculties', 'Colleges', and 'Campus'. The 'Campus' item is highlighted with a yellow arrow pointing to it from the right. Below the menu, a red-tinted image of the campus is visible, with a list of links under the 'Campus' category: 'Campus', 'Venue Reservation', 'Campus Map', 'Campus Photos', 'Facilities', 'Transport', 'Campus Tour', and 'Campus Contact'. A yellow arrow points to 'Venue Reservation'.

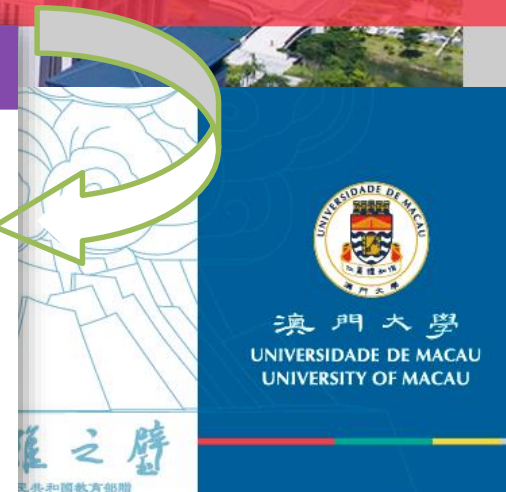
## Application Procedure

### UM Staff:

- Reservation through UM Resource System/ Classroom Booking System
- Reservation of special venues or other venues that are not listed in the UM Resource System, please fill in the internal application form and send to [fds.venue@um.edu.mo](mailto:fds.venue@um.edu.mo)
- For enquiry, please contact us by phone or via email.

### Other Applicants:

- Please submit an official letter addressed to the Rector of The University of Macau with the application form at least 30 days before the usage of venues, with the introduction of the company/association and the activity details.
- For enquiry, please contact us by phone or via email.



The bottom right corner of the slide features the University of Macau logo and name in Chinese and English. The logo is a circular emblem with a shield in the center, surrounded by the university's name in both languages. Below the logo, the name '澳門大學' and 'UNIVERSIDADE DE MACAU UNIVERSITY OF MACAU' is written. A large, stylized green arrow graphic is overlaid on the right side of the slide, pointing from the 'Campus' menu item in the screenshot above towards the application procedure text.

# Campus-wide Alcohol Policy

1. This policy shall guide the use of alcohol everywhere on campus and apply to students and student-related activities including all events organized by student organizations or sponsored by the University.
2. Service of alcoholic beverages in student activities must obtain prior approval.
3. Presence of an adequate number of staff member(s) at the event to prevent alcohol-related risks from happening.
4. While serving alcoholic beverages at the event, the host must also provide nonalcoholic beverages and food in adequate amounts.
5. No alcoholic beverages may be served to students under the age of 18 at any time.
6. Infractions of this policy and Student Disciplinary Regulations by student or student organization, even when acting under the influence of alcohol, will be subjected to disciplinary actions.



Guideline

## How to inform your SAF for serving alcoholic beverages at your event...

Option 1

Applying funding...

Include in the activity proposal

Option 2

Reserving venue ...

Include in the venue booking form

Option 3

Preparing the activity...

Inform SAF at least 14 working days in advance via email

# Outbound Exchange Trips

- The trip organizers should appoint appropriate student leaders to serve as trip leaders based on the nature of the trip.
- Any participant **under the age of 18** must submit a written consent by his/her parent or guardian for joining in the trip/activity.
- Each participant is expected to take part in all activities provided by the trip. Absence from any arranged activities, early leave, or stay over is not permitted, unless prior written consent from the participant's parent or guardian and approval by Dean of Students.
- You should inform your SAF at least 5 working days in advance of your outbound trips for arranging the pre-departure briefing as well as the travel insurance.
- In case of an emergency, the trip organizers must follow the protocol to handle the situation and inform all the parties involved, in and out of UM.



Guideline



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# More Important Notes I

- All members must comply with the local laws and ordinances of the destination, organizers' regulations as well as team leaders' instructions.
- Every member should maintain good behavior and personal conduct so as to keep a good image as an outstanding student leader of University of Macau.
- Members have to attend all official activities on time, without any delay.
- Members should be attentive and active in participating the activities. Please switch the phones to vibration mode and avoid to use them during the visits.
- Take good rest at nighttime to maintain the best state of mind and strength to complete various activities arranged in daytime.
- Mutual support and care among members are essential to ensure group safety and team spirit.
- Members should also maintain harmonious relationships with other delegations. They should be respectful and polite to others all the time.



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# More Important Notes II

- Please bring along all the necessary identity documents: Macau ID, Student ID and travel documents (Passport, Visit Permit).
- Please change the local currency and/or purchase the local sim card before departure.
- Each member should carry his/her personal necessities (including medicine).
- Please take good care of your personal belongings, especially identity documents.
- In case of emergency, members should notify your SAF immediately.



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# Application for “Whole Person Development Award Programme”

Secure | [https://www.umac.mo/sao/sds/std/wpdap/en/sds\\_introduction.php](https://www.umac.mo/sao/sds/std/wpdap/en/sds_introduction.php)

**WHOLE PERSON DEVELOPMENT AWARD PROGRAMME**

Introduction  
**Procedure**  
 Rules  
 Awards  
 Registration  
 For Faculties and Student Organizations  
 Contact Us

**WHOLE PERSON DEVELOPMENT AWARD PROGRAMME**

The result of WP 2017/2018 has been announced. For details please check to the following E-Bulletin:  
<https://um2.umac.mo/apps/com/bulletin.nsf/nrsview/AE1DA0F0D491EF82482582DB002E>

Please find below for the introduction of WP:

[Download PDF](#)

**News**

Date	Time	Activity	Organizer	Venue
22/08/2018	13:00 - 14:10	MLC Lunch Seminar: Social Media Mining	Ma Man Kei and Lo Pak Sam College	MLC Dining Hall (W33-G046)
24/08/2018	15:00 - 16:30	University Lecture Series: "From A Kung Ngam to Clear Water Bay: My Life Journey" – President Tony C	RTO (VRAAO)	Library Auditorium

For upcoming activities of Smart Point, please [click here](#)

- "CS" Areas of Development :**
- Citizenship with Global Perspectives
  - Cultural Engagement
  - Healthy Living
  - Interpersonal Relation and Teamwork
  - Leadership and Service



Application form



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# Student Activity Facilitator (SAFs)

Ms. Carrie Chong (8822 4640)

UMSU, faculty student associations & non-local sub-organizations

Ms. Jenny Lei (8822 4904)

UMPA & faculty postgraduate associations

Mr. Kai Chan (8822 9915)

Academic sub-organizations

Mr. Ian Lao (8822 9914)

Cultural & Recreational sub-organizations

Ms. Ada Vong (8822 9921)

UMPA sub-organizations

**Office: E31-2006**

**Email: [sao.leadership@um.edu.mo](mailto:sao.leadership@um.edu.mo)**



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# Student Activity Facilitator (SAFs)

Mr. Lo Si U (8822 4911)  
Volleyball Club

Ms. Candice Leong (8822 8848)  
Rock Climbing Club, Korfball Club

Ms. Terry Leong (8822 4948)  
Archery Association, Fencing Club,  
Rowing Club, Badminton Club

Mr. Vong Ka Hou (8822 4415)  
Basketball Club, Handball Club

Mr. Keith Chao (8822 4423)  
Sports Association, Table Tennis Club,  
Track and Field Club

Ms. Bonnie Choi (8822 4949)  
Diabolo Sports Association, Tchoukball Club

Ms. Patricia Hui (8822 4410)  
Judo Club

Mr. Lei Kou Pan (822 4484)  
American Football Club, Karate Club,  
Dragon Boat Club

Mr. Luis Hung (8822 4931)  
Football Society, Dance Society

Mr. Sam Mak (8822 4912)  
Kinball Club, Tennis Club

**Office: N8-1017 (1/F)**

**Email: [osa.development@um.edu.mo](mailto:osa.development@um.edu.mo)**



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# Thank You!

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