SOCIAL WORKERS REGISTRATION BOARD 社會工作者註冊局

Guidelines for the Proceedings of Election Forum 選舉論壇進程指引

	General Guidelines	**一般指引**
1.	The election forum, as a part of the election campaign conducted by the Board, is to provide a common platform that voters, i.e. Registered Social Workers (RSWs), could meet with, hear from, and question the candidates of the election for Board Members.	選舉論壇乃是註冊局舉行成員選舉的其中一環，旨在為選民（即註冊社工）提供一個平台，與參選的候選人接觸，聽取其意見及向其提問。
2.	Due to the uncertain situation of the pandemic, the forum will be conducted in hybrid mode. Candidates can only opt to attend the forum on-site while the voters can only join the forum online.	因應疫情的不確定情況，論壇將以實體和網上的雙線形式進行。候選人只可選擇現場出席論壇，選民則僅以網上方式參與。
3.	All online participants voters should register for the forum. Online participants need to provide their names, registration numbers and email addresses in advance and use the same identity to log in the forum.	所有在網上參加論壇的選民須預先報名，並須預先以姓名、註冊編號及電郵地址登記，屆時以相同身份登入網上論壇。
4.	The forum is open to RSWs, members of the Election Committee, staff members of the Board and service providers of the forum. To avoid any doubt, no media of any kind will be admitted.	論壇只開放予註冊社工、選舉委員會成員、註冊局職員及由註冊局委派的服務供應商員工。為免生疑問，論壇不接待任何類別的傳媒。
5.	Participants should not do anything intentionally to disturb the proceedings. The host of the forum reserves the right to refuse any person who is found to be behaving badly to stay in the venue.	若遇到故意滋擾行為，論壇主持人有權拒絕任何行為不當的人士逗留在會場內。
6.	The host will conduct the forum in Cantonese, supplemented with English when necessary. Candidates may use a language of own choice for self-introduction or answering questions. There will be no interpretation services of any kind to be provided.	主持人將以廣東話主持論壇，如有需要，將輔以英語。候選人可自選任何一種語言作自我介紹或回答問題。論壇不設任何傳譯服務。
7.	Each participant may submit up to 3 questions, with designated candidates to answer.	每位參加者只可提出不多於 3 條問題，每條問題須指明某位候選人回答。
8.	No video or audio recording and photography are allowed, except that by the official recorder or photographer.	除註冊局外，其他人士禁止任何形式的攝錄或拍照。
9.	The interpretation by the host of the forum of these guidelines is final.	論壇主持人擁本指引最終詮釋權。
	Notes for online participants (Voters)	**網上參加者(選民)須知**
10.	The forum will be held in live-streaming mode (one-way audio and video output), and participants' cameras and microphones will be turned off during the forum. This helps prevent background noise from interfering with the forum.	論壇將會以聲畫直播方式舉行(影音單向輸出)，參加者的攝像機和麥克風都將在論壇期間被關閉。這有助於避免背景噪音干擾論壇。
11.	If online participants want to ask the candidates questions, they can enter them through the "chat room" function.	參加者如欲向候選人提問, 可透過「聊天室」功能輸入。
12.	The questioner must provide the following 4 information for each question:	提問人在每次提問時，必須提供以下 4 項資料：提問人姓名

	Name of Questioner Registered Number of Questioner Name of Candidate One Question	提問人註冊編號 候選人姓名 一條問題
13.	The staff of the Board office will print out each question with the 4 requested items under point 12 and place them in the lottery box for the host's question-and-answer session.	註冊局職員收到問題後，將把符合第 12 段要求的問題(包括 4 項資料)列印在獨立紙張上，並放入抽籤箱內，供答問環節之用。
	Notes for on-site participants (Candidates)	**現場參加者(候選人)須知**
14.	**On-site participants** (Candidates) attending the forum should bring along identity documents for admission into the venue of the forum.	現場參加者**(候選人)**入場前須核實身份。
15.	**On-site participants** (Candidates) on the spot can use the question paper provided by the forum if they want to ask other candidates questions. The 4 items included in the question paper are the same as point 12.	現場參加者**(候選人)**如欲向其他候選人發問，可使用大會提供的問題紙。問題紙包括的 4 項資料與第 12 段相同。
16.	Fill in the question paper and hand it to the staff to put it in the lottery box for the Q & A session.	填妥問題紙後可交予職員放入抽籤箱內，供答問環節之用。
	Candidates' self-introduction session	**候選人自我介紹環節**
17.	Candidates attending the forum will be seated and be introducing themselves to the audience in the same sequence of their sequential number for the election.	候選人將按候選編號獲安排座位及順序自我介紹。
18.	Each candidate will be given 3 minutes to introduce himself. In the last 20 seconds, there will be a reminder signal. No candidate will be allowed to continue his/her speech when time's up.	每位候選人可利用 3 分鐘作自我介紹。在最後 20 秒，將有提示訊號，時間到後將不得發言。
	Q&A session	**答問環節**
19.	There will be a 15-minute break between the self-introduction session and the Q&A session. The host may allow additional breaks during the Q&A session when necessary. Online participants do not need to log out during the break.	自我介紹及答問兩個環節之間，設 15 分鐘休息時間。於需要時，主持人可在答問環節內另加插休息時間。休息期間，所有網上參加者不用登出論壇平台。
20.	Each candidate is to answer up to 3 questions only, to avoid any doubt, "refuse to answer", "no comments" or "answer later" does count as an answer.	每位候選人只可及只需回答 3 條提問，為免生疑問，「拒絕作答」、「不作評論」或「稍後作答」亦算已作答。
21.	Each candidate can answer each question in 3 minutes. In the last 20 seconds, there will be a reminder signal. No candidate will be allowed to continue his/her speech after 3 minutes.	每位候選人有 3 分鐘的時間回答每一條問題。在最後 20 秒，將有提示訊號，3 分鐘過後將不獲發言機會。
22.	There will be a lottery box set in front of the host. At any time before the host announces the conclusion of the Q&A session, staff can insert the question papers submitted by the on-site and online participants, into the box.	問題紙抽籤箱將放置於主持人席前。直到主持人宣布答問環節完結前，職員仍可將網上及現場參加者的問題紙放入箱內。
23.	The host will be reading out the name of the questioner, the candidate to answer, and the questions as written on the paper drawn from	主持人每次從抽籤箱抽出問題紙乙張，並讀出提問者的姓名、被提問候選人的姓名，以及所提問的問題，若問題內容夾雜粗言穢語，主持人可以

	the box, potentially replacing any word of foul languages with a sound bite.	其他音節取代。
24.	Participants are to be personally liable for contents of their questions. If participants notice of questions falsely raised in their names, they could voice it out to the host who, having verified their identities, could rule the question papers null and void.	參加者須為其提問的內容負上全部責任。若參加者發現被冒名提問，可向主持人提出，經查證參加者的身份後，主持人可判定問題紙無效。
25.	Question of the following manner or type will not be accommodated:- The writing is illegible, The words are not constructed as a question, There are multiple questions on the paper or the question consists of multiple sub-questions, The question is not raised to ONE SINGLE candidate, Identity of the participant raising the question is not disclosed, The question is raised to the candidate who has already answered 3 questions.	以下類別的提問不予接受： 字跡不可辨認。 所用字句並不構成問題句。 問題紙寫上多於一條問題或一句包含多項細分的問題。 問題不是向單一候選人提出。 參加者沒有在問題紙上披露身份。 被提問的候選人已回答了三條問題。
	Shooting & review of forum proceedings	**論壇過程的攝錄及重温**
26.	The proceedings will be shot and made available for review 3 working days after the forum at website of the Board till the vote counting day, so that RSWs not being able to attend the forum in person may review.	註冊局將攝錄論壇的過程，並於論壇結束 3 個工作天後上載本局網站播放，直到點票當日止，以便未能親身出席論壇的註冊社工重温內容。
	Typhoon and rainstorm arrangements	**颱風及暴雨安排**
27.	If Typhoon Signal No. 8 or above or a Black Rainstorm Warning Signal is hoisted or remains in force 2 hours before the time fixed for the forum, the forum will take place on the same venue and same time one week after the afore-planned forum.	若 8 號或以上的熱帶氣旋警告訊號或黑色暴雨警告訊號在論壇舉行前 2 小時仍然懸掛，論壇即告取消，並順延至一星期後於同一時間和地點進行。
28.	If any of the said signals is hoisted while the forum is in progress, the host will decide whether to adjourn or continue the forum, having considered the safety of all parties concerned.	若任何上述訊號在論壇進行中懸掛，主持人將以各人的安全為考慮，以決定是否結束或繼續。
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