

Administrative Procedures for Putting Up Posters

1. Posters should be affixed on designated boards only.
2. Double-sided cello tape should not be used.
3. Notices and posters of all kinds in unauthorized places such as inside the lifts of University buildings, onto painted surfaces, windows, risers of external and internal steps and stairs, etc., are not allowed. They will be removed immediately by the Facilities Management Division.
4. The Facilities Management Division reserves the right to remove any posters affixed in improper places without prior notice.
5. The responsible student groups should make sure that all posters are removed within 3 working days after the activities in promotion are over.
6. No commercial logos/names are allowed on the posters.
7. The student groups concerned should bear full responsibility for the contents/messages on the posters.