To: Department of Health (Attn: Organ Donation Promotion Coordinator 2)

致 :衞 生 署 （ 經 辦 人 ： 器 官 捐 贈 推 廣 主 任 2）

Email 電郵地址:organdonation@dh.gov.hk

Fax 傳真號碼: 2781 2599

# Sharing of Photos and Videos of Past Events on Organ Donation Promotion

**分享器官捐贈推廣活動照片及錄像**

**Specifications 規 格**

1. Photos 照 片

|  |  |
| --- | --- |
| Photo Format:照片類別： | JPEGTaken by digital camera 以數碼相機拍攝 |
| Photo File Size:照片檔案大小： | 400 Kbytes or below 400 Kbytes 或以下 |
| Photo Pixel:照片像素： | 500 x 750 pixels or 750 x 500 pixels500 x 750 像 素 或 750 x 500 像 素 |
| Photo Captions:照片描述： | * Provide brief photo captions in both Chinese and English

提供簡單的中文及英文描述* 5-25 characters for Chinese, and 5-40 words for English

中文描述為 5-25 字，英文描述則為 5-40 字 |

1. Videos 錄 像

|  |  |
| --- | --- |
| Video Format:錄像類別： | Recommended 建 議Full HD – 1080p (1920w x 1080h pixels)全高清 – 1080p (1920 闊x 1080 高 像素) [At least: HD - 720p (1280w ×720h pixels)][最少：高清 – 720p (1280 闊 ×720 高 像素)] |
| Video Captions:錄像描述： | * Provide brief video captions in both Chinese and English

提供簡單的中文及英文描述* 5-25 characters for Chinese, and 5-40 words for English

中文描述為 5-25 字，英文描述則為 5-40 字 |

# Please complete the form below and send the photos or videos to us by

**請填妥表格及將照片或錄像以下列方式遞交**

1. Email to organdonation@dh.gov.hk with the subject clearly marked as **“Organ Donation Promotional Charter – Photos/Videos”** (Maximum file size of each email is 15MB); or

電郵至 organdonation@dh.gov.hk，標題註明**「器官捐贈推廣約章 – 照片/錄像」** (每個電郵大小上限為 15MB)；或

1. Posting the compact disk burnt with photos and/or videos to the Health Promotion Branch at Unit A-D, 8/F, China Overseas Building, 139 Hennessy Road, Wan Chai, Hong Kong, and mark on the envelop **“Organ Donation Promotional Charter – Photos/Videos”**.

將載有照片及/或錄像的光碟，郵寄到香港灣仔軒尼詩道139號中國海外大廈八樓 A-D室健康促進處，信封面請註明**「器官捐贈推廣約章 – 照片/錄像」。**

# Organ Donation Promotional Charter – Photos/Videos

**「器官捐贈推廣約章 – 照片/錄像」**

**Details of the photos / videos are as follows –**

**照片/錄像的詳細資料 -**

|  |  |  |
| --- | --- | --- |
| 1. | Name of Activity in English:英文活動名稱： |  |
| Name of Activity in Chinese:中文活動名稱： |  |
| Digital Photo / Video Filename:數碼照片 / 錄像檔案名稱： |  |
| Photo / Video description in Chinese \* 照片*/* 錄像中文描述\* : |
| Photo / Video description in English \* 照片*/* 錄像英文描述\* : |
| 2. | Name of Activity in English:英文活動名稱： |  |
| Name of Activity in Chinese:中文活動名稱： |  |
| Digital Photo / Video Filename:數碼照片 / 錄像檔案名稱： |  |
| Photo / Video description in Chinese\* 照片*/* 錄像中文描述\* : |
| Photo / Video description in English\* 照片*/* 錄像英文描述\* : |
| 3. | Name of Activity in English:英文活動名稱： |  |
| Name of Activity in Chinese:中文活動名稱： |  |
| Digital Photo / Video Filename:數碼照片 */* 錄像檔案名稱： |  |
| Photo / Video description in Chinese\* 照片*/* 錄像中文描述\* : |
| Photo / Video description in English\* 照片*/* 錄像英文描述\* : |

\* 5-25 characters for Chinese, and 5-40 words for English

\* 中文描述為 5 至 25 字，英文則為 5 至 40 字

**~ Please add rows or make copies of this form when needed ~**

**~ 如有需要，請自行加入欄位或複印表格 ~**

[ ]  We agree to share the above photo(s)/video(s) on the thematic webpage of organ donation

 ([www.organdonation.gov.hk](http://www.organdonation.gov.hk/)) and Facebook page ([www.facebook.com/organdonationhk](http://www.facebook.com/organdonationhk)) of the

 Department of Health.

 本機構同意分享以上的照片*/* 錄像到衞生署器官捐贈專題網頁

 ([www.organdonation.gov.hk](http://www.organdonation.gov.hk/))及Facebook專頁([www.facebook.com/organdonationhk)](http://www.facebook.com/organdonationhk%29)

|  |  |
| --- | --- |
| Signature 簽 署 |  |
| Name of contact person 聯絡人 |  |
| Post title of contact person 聯絡人職銜 |  |
| Name of signatory 約章機構 |  |
| Contact Tel. No. 聯絡電話 |  |
| Email 電郵地址 |  |
| Date 日 期 |  |