

INVITATION OF CURATOR(S) FOR THE HONG KONG EXHIBITION AT THE 18TH VENICE BIENNALE INTERNATIONAL ARCHITECTURE EXHIBITION

The Hong Kong Institute of Architects Biennale Foundation and Hong Kong Arts Development Council hereby invite (termed in short as 'Invitation') interested curator/curators group ('the Applicant') to submit proposal ('Proposal') by way of application for the Hong Kong Exhibition at the 18th Venice Biennale International Architecture Exhibition ('the Project' or "VB2023') and thereof participate as the curator ('Curator').

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1. THE ORGANISER

The Hong Kong Institute of Architects Biennale Foundation (“HKIA Biennale Foundation”) and Hong Kong Arts Development Council (“HKADC”) collaborate as “Organiser”. The Organiser shall appoint a Steering Committee named VB2023 Steering Committee to represent the Organiser to supervise the Project. All correspondence shall be directed to The Hong Kong Institute of Architects Secretariat.

2. PROJECT AIMS

The Organiser has the following aims:

- to present a biennial exhibition of Hong Kong architecture and urban development in the highest standard;
- to promote the creative industry of Hong Kong in an international arena;
- to encourage artistic and intellectual dialogues between artists, architects and curators from around the world;
- to create a favourable environment for the research, design and/or making of visionary architectural works in an exhibition scale;
- to disseminate knowledge gained from taking part in Venice Biennale International Architecture Exhibition;
- promote creativity amongst Hong Kong students and youth through participation;
- to organise a Response Exhibition to arouse wider public interest in art, architecture and city development in Hong Kong.

3. BACKGROUND OF THE BIENNALE

In parallel with the International Art Exhibition – La Biennale di Venezia and Venice International Film Festival, Venice Biennale International Architecture Exhibition is one of the most prestigious, spectacular and influential cultural meetings in the world. Every two years, the Biennale attracted tenths of thousands of visitors, over 3,000 accredited journalists, and more than fifty exhibiting countries and regions around the world to showcase the latest developments in cities and architecture.

With generous support from the Hong Kong Government funding and other private sponsors in 2006, The Hong Kong Institute of Architects (“HKIA”) and HKADC had joined hands and made a successful Hong Kong debut at the Venice Biennale International Architecture Exhibition. Our exhibition titled **‘VICE VERSA: displacing Acts, Lives and Thresholds of a Hyper City’** had received over 70 local and international media citations. Also as part of the exhibition inauguration, we had held in Venice the forum titled **‘Making of the Hong Kong Exhibition and the Making of Hong Kong’** while curators and exhibitors from Hong Kong had presented side by side with 15 well-known architects and critics from around the world, debating on the unique character and urban aesthetics of Hong Kong. Year

2006 also marked the first national pavilion of China at the Venice Biennale International Architecture Exhibition, while the Hong Kong Exhibition had constructed a reciprocal dialogue on the art of building Chinese modernity and Chinese cities.

While in 2008, our exhibition title was '***Fabrica Cultura (Culture Fabricate): Hong Kong in Venice***'. Six sub-themes namely Object, Landscape, Building, City, Media and Text, were located into six zones within the exhibition venue in Venice.

Inspired by the colloquial Chinese phrase for the necessities of daily life – 衣食住行 – Clothing, Food, Dwelling, Transport – '***Quotidian Architectures***', title of the 2010 exhibition, asked architects, artists, educators, industrialists, and governmental agencies to re-envision the necessary choices we make every day.

In 2012, the Hong Kong exhibition was titled '***Inter Cities / Intra Cities: Ghostwriting the Future***', emphasising the importance of social compatibility and cultural diversity in the creation of our cities and focuses on the vital urban, architectural and cultural regeneration of Hong Kong's very own 'common ground': Kowloon East.

In response to the Biennale Director Rem Koolhaas' overall exhibition theme of "Fundamentals", the 2014 exhibition titled '***Fundamentally Hong Kong? Delta Four 1984 – 2044***' discussed Delta Urbanism: Social Mobility, Infrastructure and Innovation through four micro-films, along with 16-24 exhibits, including drawings, photographs and models by Hong Kong Architects in Pearl River Delta.

In September 2014, the HKIA Biennale Foundation was established to further the collaboration with HKADC on projects in Venice Biennale International Architecture Exhibition. In the 2016 exhibition titled '***Stratagem in Architecture Hong Kong in Venice***', the exhibiting 16 local young architects and artists drew reference from the classical Chinese essay 'Thirty-six Stratagems' to create their own Stratagems in Architecture to examine the challenges they face and attempt to provide solutions to the complexity of reality. In the 2018 exhibition titled 'Vertical Fabric: Density in Landscape', a total sum of 107 tower models were showcased by 90 exhibitors to reveal how Hong Kong architects and artists articulate building and living in the reflection of high-density urban condition of Hong Kong by re-defining the spatial potentialities of a restricted building form through the tower models.

To continue with the tradition to 'respond' to the Venice Biennale, the Project would be reformatted and made appropriate to exhibit in Hong Kong for the general public. In 2006, the Hong Kong Response Exhibition was held in Bank of China Tower, Central; 2008, at the Hong Kong Heritage Discovery Centre ('HKHDC'), Tsim Sha Tsui; 2010, the Former Central Police Station Compound; 2012, four locations within

Kowloon East (Fly the Flyover01; Tsun Yip Street Playground, Kwun Tong; Upper Ngau Tau Kok Estate Entrance Plaza; OCTA Tower, Kowloon Bay) connected by roving trucks; 2014, HKHDC in Tsim Sha Tsui; 2016, Oi!, North Point; And 2018, Tai Kwun and City Gallery in Central, and Hong Kong Heritage Discovery Centre in Tsim Sha Tsui.

In 2018, the Hong Kong Exhibition titled “**Vertical Fabric: density in landscape**” at Venice attracted over 55,000 visitors. The Response Exhibition at City Gallery and Hong Kong Heritage Discovery Centre also attracted more than 12,000 visitors and extensive media coverage.

With the pandemic situation, the 17th Venice Biennale originally scheduled for 2020 was held in 2021. With the effort made by the curators, a physical and a virtual Hong Kong exhibition titled “**Redistribution: Land, People and Environment**” was held in Venice and online (<http://2021.vbexhibitions.hk/virtual-exhibition/>). The Organiser expects to maintain the high standard in VB2023.

For more details, please see the following official website:

VB2006: <http://www.venicebiennale.hk/vb2006/>

VB2008: <http://www.venicebiennale.hk/vb2008/>

VB2010: <http://www.venicebiennale.hk/vb2010/>

VB2012: <http://www.venicebiennale.hk/2012/>

VB2014: <http://2014.venicebiennale.hk/zh/>

VB2016: <http://2016.venicebiennale.hk/>

VB2018: <https://www.2018.vbexhibitions.hk/>

VB2021: <http://2021.vbexhibitions.hk>

4. EXHIBITION THEME

- 4.1 The Theme of the Hong Kong Exhibition is to be developed to respect and respond to the 18th Venice Biennale International Architecture Exhibition “***The Laboratory of the Future***”, titled by the 2023 appointed curator **Lesley Lokko**. The Curator of the Hong Kong Exhibition is expected to bring out a strong curatorial theme through carefully coordinated and strong visual identification.

For more information on Venice Biennale International Architecture Exhibition and details on “***The Laboratory of the Future***”, please see: <https://www.labiennale.org/en/architecture/2023>.

- 4.2 The Organiser possesses no objection to the Proposal being further developed from prior architectural works, or prior projects of design, research, publication and/or exhibition.
- 4.3 The Hong Kong Exhibition shall encourage participation of and production by creative professionals including but not limited to artists, designers, architects and urban planners.
- 4.4 The events shall outreach to the youngsters, in which some of them should be organised for primary, secondary and tertiary school students.
- 4.5 Theme and setting of the Biennale Opening and exchange events shall encourage participation, networking and mutual dialogue of international experts with supporting government bureaus, as well as public bodies, research think tanks, NGOs and private institutions advocating art, design, architecture and cultural development.

5. EXHIBITION VENUE AND PROGRAMME

5.1 The 18th Venice Biennale International Architecture Exhibition will be held from 20 May to 26 November 2023, with a pre-opening on 18 and 19 May 2023. It will then followed by a Response Exhibition in Hong Kong in 2024.

5.2 The programme for the Exhibition is as follows:

Activity	Suggested Timeframe (FOR INDICATION ONLY)
<p><u>1st PHASE: Charting Period</u></p> <ul style="list-style-type: none"> ● Open Call for Curator ● Briefing Session ● Deadline of Submission for Curatorial Proposal ● Interview Session for Shortlisted Applicants ● Appointment of Curator ● Call for Exhibitors ● Draft of Proposal for the Review of Italian Agent ● Final Submission of Proposal to VB Office (both English and Italian) 	<p>13 - 28 September 2022 15 September 2022 28 September 2022 at 2:00pm (tentatively) 28 September 2022 evening on Zoom Late September October 2022 October 2022</p> <p>Late September 2022 Early October 2022</p>
<p><u>2nd PHASE: Action Period</u></p> <ul style="list-style-type: none"> ● Finalisation of Exhibitors by Curator and VB2023 Steering Committee ● Sponsor Invitation ● Preparation and Shipment of Exhibits ● Submission of Works Located in Outdoor Space and Sound/light Installations Which Might Interfere with Surrounding Urban Context to VB Office ● Submission of Detail Exhibition Project (Detailed Description of Project Content, Participating Exhibitors, Works to be Exhibited, Installation Description) to VB Office ● Submission of Press Materials and Materials for Publication to VB Office ● Hong Kong Press Conference 	<p>November 2023</p> <p>December – March 2023 January – March 2023 Mid-January 2023</p> <p>Early February 2023</p> <p>Early April 2023</p> <p>April 2023</p>
<p><u>3rd PHASE: Exhibition Period (in Venice)</u></p> <ul style="list-style-type: none"> ● Press Preview and Meeting, Grand Opening, Guided Tours and Forums ● Opening for Public 	<p>18 – 19 May 2023</p> <p>20 May – 26 November 2023</p>
<p><u>4th PHASE: Exhibition Period (in Hong Kong)</u></p> <ul style="list-style-type: none"> ● Response Exhibition Open for Public, Grand Opening, Guided Tours and Forums 	<p>3 months to be commenced in the first quarter of 2024</p>

5th PHASE: Project Wrap-up <ul style="list-style-type: none">● Completion of VB2023 Report to the Satisfaction of the VB2023 Steering Committee and CreateHK	2 months subsequent to the end of the Response Exhibition in Hong Kong
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- 5.3 The Hong Kong Exhibition venue is located at Campo della Tana, Castello 2126-30122 Venezia, Italy, immediately opposite to the Arsenale, one of the main exhibition halls of Venice Biennale. The venue includes an interior area of approx.160 sq.m. and an outdoor courtyard area of approx.150 sq.m.. Applicants may refer to the location map, floor plan and photos in the **Appendix 1**.
- 5.4 Final format, venue, exhibits and opening period of the Hong Kong Response Exhibition will be further explored and agreed between the Organiser and the Curator.
- 5.5 Subject to the availability of funding and further arrangements, another Response Exhibition in the Mainland or other locations might be further explored.
- 6. ELIGIBILITY**
- 6.1 The Applicant should be the Curator(s) of the Proposal.
- 6.2 The Applicant should submit Proposal on an individual basis or group basis.
- 6.3 Individual and corporate are encouraged to submit their proposal but applicant with corporate background is a definite advantage.
- 6.4 For Applicant on group basis, international team formation of Hong Kong, the Mainland China, or international curators is allowed. The group should designate one of the core members to be responsible to the Organiser for the management of the allocated fund for the Project.
- 6.5 Applicants possess previous curatorial experience in design and architectural exhibitions are preferable, though not mandatory. Applicants are required to provide proof satisfactory to the Organiser in the Proposal of his/her qualifications, experience and ability to complete the Project.
- 6.6 At least one of the members in the Curatorial Team must hold full membership/fellowship of HKIA or other equivalent accredited professional organisations in other cities (please specify in the submission).
- 6.7 The Applicant on individual basis, or the person-in-charge on group basis, should be a resident of Hong Kong and have reached the age of 18.
- 6.8 Any individual, group or registered organisation is allowed to participate in more than one Proposal for this Invitation.

6.9 As representative and direct artistic expression of the Organiser, the appointed Curator shall not perform the same role for other Collateral Events or for National Participations of the Venice Biennale for the same year.

7. RESPONSIBILITIES OF THE CURATOR

7.1 The Curator shall report to the Organiser and the VB 2023 Steering Committee.

7.2 The Curator should refer to the aims of the Organiser to set out the mission and role of the Curator.

7.3 The Curator should state the title and artistic direction of the Project, as a collateral exhibition at the Venice Biennale International Architecture Exhibition.

7.4 The Curator is responsible to prepare meeting papers and minutes, tender documents, apply permits, monitor construction and maintain the venue in good and safe conditions during the Biennale period.

7.5 The Curator should budget for the Proposal according to the amount of funding designated for the Project, and to regulate relevant expenses and manage account of transactions within the acquired funding thereof.

7.6 The Curator should cooperate with consultants and contractors arranged by the Organiser on all matters related to the Biennale.

7.7 The Curator should be responsible for the overall completion of the Project in the highest standard. During the course of the Project, the Curator's tasks include but are not limited to the following:

7.8 Another part of the funding project titled "**International Architectural Design Awards and Symposium 2023**", organised by a separate organisation committee, is concurrently held by the HKIABF from the 4th quarter of 2022 to mid-2023 in Hong Kong. The Curator of the Venice Biennale is required to support and facilitate the organisation of the project. Some of the budget items are shared by the two projects.

7.8.1 Exhibition

- To initiate, invite, coordinate and confirm the list of exhibition items and works ("Exhibits") by Exhibitors;
- To source, inspect and prepare venues for the setup of Exhibits;
- To check the as-is venue condition when being hand-over the venue and report to the venue provider and the Organiser;

- To arrange transportation and related logistics arrangement of Exhibits to and back from Venice;
- To assist the setup and finish of all Exhibits with Exhibitors;
- To manage/liaise with VB2023 Steering Committee's agents to facilitate electricity, lighting and all other specific services provision for Exhibits;
- To assist the certification of public safety for Exhibition and to arrange insurance whenever and wherever appropriate;
- To monitor and maintain all Exhibits during the course of Exhibition;
- To arrange guided tours, symposiums and/or other promotional/educational events for the Exhibition, where appropriate;
- To organise events for the youth including tertiary, secondary and primary schools students;
- To recruit and organise volunteering team in support of the Exhibition and related events.

7.8.2 Publicity

- To incorporate and maintain the Organiser's branding in all Biennale promotional activities.
- To create an identity for the Hong Kong Exhibition, which should be in coherence with the Venice Biennale as an international cultural event;
- To be responsible for public relations and promotions of the Exhibition with the PR consultant's support;
- To assist the Organiser to prepare the promotion plan, and to execute together with the PR Consultant to attract maximum attention of international and local media.
- To provide Chinese and English text for the Hong Kong Exhibition, including curatorial statement, Exhibitors information, description of Exhibits, and additional literature of criticism and references;
- To prepare all press release and publicity text for VB2023 Steering Committee's approval and perusal;
- To design and manage the production of publicity items including web-site, posters, leaflets, invitation cards, banners and backdrop, etc. All output to printer required final approval by the VB2023 Steering Committee, the web-site shall include links to previous Venice Biennale's websites of HKIA Biennale Foundation/HKADC;
- To prepare the design of advertisements;
- To prepare Opening Ceremony, Response Exhibition, symposia, workshops, forum, performances, cultural and educational events, closing event and any other co-related events;

- To propose, liaise with and assist in the invitation of local and overseas guests on behalf of the Organiser and VB2023 Steering Committee for occasions of opening, performance, symposium and related events;
- To prepare and execute the promotional activities to attract local groups, in particular the young group, academic, professional bodies, school bodies to attend the Response Exhibition.

7.8.3 Sponsorship

- To work with the VB2023 Steering Committee in the search and security of sponsorship. Prior approval from the VB2023 Steering Committee is required before acceptance of any external sponsorship in any format;
- To explore possible sponsorship from external parties;
- To make necessary presentations of the VB2023 Exhibition to sponsor and potential sponsors.
- To allocate 15% of the cash sponsorship if it is obtained solely by the Curator to the HKIABF.

7.8.4 Documentation

- To direct and produce a coherent and complete documentation for the Exhibition, including photographic and video recording
- To assist in the search of collectors and acquisition of Exhibits post-exhibition.

7.8.5 Report and Evaluation

- To submit to the VB2023 Steering Committee interim progress reports during the course of Project (**expected date of submission: June 2023**). Confirmed list of Exhibitors, Exhibits and events shall be reviewed and approved by the VB2023 Steering Committee;
- To assist the VB2023 Steering Committee, if requested, in arranging critics/experts to review the Biennale;
- To submit to the VB2023 Steering Committee within one month following the completion of the Project, a final report and the original signed copy of the audit report that contains a formal statement of account in the form and with the content as required by the VB2023 Steering Committee and to the satisfaction of CreateHK. The auditor shall be chosen from the list provided by the VB2023 Steering Committee;
- To conduct a formal de-briefing with the Organiser following the completion of the Project. The de-briefing shall include the evaluation of the project including the merits and shortcomings.

8. EXHIBITS AND EVENTS

Based on the Exhibition Theme and venue condition, the Curator should propose a list of Exhibitors and their corresponding Exhibits, to be showcased in the Exhibition.

9. FEE AND BUDGET

The Organiser is currently seeking funding from the Government and private sectors to finance the Project. As such, there is no guarantee on project funding at this moment when the Organiser is recruiting the Curator. In case the Project cannot proceed as planned, the Organiser is not liable for any claims in any format, should the appropriate amount of sponsorship is not available by the time as scheduled.

With reference to figures from previous projects, a maximum fee of **HK\$380,000 (exact amount subject to the final approval from the HKSAR Government)** shall be available to the successfully appointed Curator. The payment of fee will be in four stages based on the completion of each phase of works, and the anticipated schedule is as follows:

<u>Work stage</u>	<u>Anticipated Schedule</u>	<u>Curator's Fee</u>	<u>Cumulative Total</u>
	(FOR INDICATION ONLY)	(FOR INDICATION ONLY)	(FOR INDICATION ONLY)
Completion of 1 st PHASE: Charting Period	November 2022	HK\$114,000 (30%)	HK\$114,000
Completion of 2 nd and 3 rd PHASES: Production and Venice's Opening Ceremony and events	May 2022	HK\$114,000 (30%)	HK\$228,000
Completion of 4 th PHASE: Response Exhibition (in Hong Kong),	March 2024	HK\$114,000 (30%)	HK\$342,000
Completion of 5 th PHASE: Final Report, Debriefing and acknowledgement by Lead Sponsor CreateHK	July 2024	HK\$38,000 (10%)	HK\$380,000

In the meantime, the Curator shall work with the organiser to seek additional sponsorship. The cash sponsorship that the Curator help brings to the project should not be subjected to any administration charges from the Curator, nor to incur any administrative and consultancy service charges to the HKIA.

Should Curator help the organiser bring in cash sponsorship successfully, the Steering Committee would exercise its discretion to upward adjust the curator fee subject to no deficit on the final account before and after the release of the top up curator fee.

Condition	Top up Curator Fee
When Curator helps brings in cash sponsorship The first HK\$ 100,000 successfully	HK\$25,000
When Curator brings in cash sponsorship Each subsequent HK\$100,000 successfully	HK\$35,000 for each \$100,000

The top up curator fee will be payable to the Curator under the following condition upon organiser's approval:

The top up payment will be paid after the completion of the project and upon receipt and acceptance of completion report by the Steering Committee.

- 9.1 The following expenses shall be reimbursed by the Organiser to the Curator or directly handled by the Organiser as appropriate. To ensure the satisfactory execution of the Project in full, the Curator shall act on behalf of the Organiser to manage the Exhibitors and services providers of the Project and the Curator shall also manage account of transactions and ensure the maximum budget and budget of individual items must not be exceeded, all subject to the approval of the Steering Committee.

The Curator may be required to act on behalf of the Organiser to sign the agreements with the required service providers. The Organiser reserves the right to expel any proposal which does not meet the technical performance requirement or exceeds the allowable budget. The following allowable budget is of indicative figures, subject to the final approved grant from the HKSAR Government.

	Maximum Budget Allowed (HK\$) (FOR INDICATION ONLY)
Manpower	
Curator	380,000
Project Manager	620,000
Exhibition guide/helpers (<i>share with HKIA International Architectural Design Award Project</i>)	150,000
Italian agent	460,000
General	
Audit fee (<i>share with HKIA International Architectural Design Award Project</i>)	20,000
Production and transportation of exhibits; travel and accommodation of exhibitors	1,800,000
PR and Event Organiser (<i>share with HKIA International Architectural Design Award Project</i>)	500,000

Temporary storage and logistic of Hong Kong exhibits	70,000
Insurance (<i>share with HKIA International Architectural Design Award Project</i>)	50,000
Dismantle/Transport/Disposal of exhibits	120,000
License Application & Copy Right application (<i>share with HKIA International Architectural Design Award Project</i>)	20,000
Security and cleaning fee	80,000
Public hybrid forum (or webinar and Networking reception for Exhibitions in Venice and Hong Kong)	105,000
Equipment & system hiring, symposium proceeding	150,000
Publicity materials (including exhibition booklet, poster, pamphlets, archive documentation)	120,000
Translator & Transcript	25,000
Press Conference	80,000
Photographer and Video Maker for Venice Biennale	70,000
Graphic design and Event website (<i>share with HKIA International Architectural Design Award Project</i>)	300,000
Disinfection of venue & hygienic protection arrangement (<i>share with HKIA International Architectural Design Award Project</i>)	5,000
Job advertisement (<i>share with HKIA International Architectural Design Award Project</i>)	5,000
Virtual Exhibition (<i>share with HKIA International Architectural Design Award Project</i>)	100,000
Exhibition in Venice	
Venue construction, set-up and maintenance, and onsite installation of exhibits at the venue for Venice Exhibition	750,000
Travel and accommodation of Project Leaders, Curators, and HKIA staff for the Venice Exhibition Opening	160,000
Venice Biennale admission fee	195,200
Grand Opening with refreshment for Venice Exhibition	120,000
Forum Speaker fee for Venice Exhibition (5 speakers)	100,000
Response Exhibition in Hong Kong	
Grand opening with refreshment for Hong Kong Response Exhibition	80,000
Venue rental (Response Exhibition in Hong Kong)	300,000

- 9.3 The Curator should accept terms and conditions of agreements related to the Project, including but not limited to agreements with funding organisations, sponsors, venue landlords, etc.

- 9.4 The Organiser welcomes innovative concept on the Project, but Applicants must clearly identify and state any special requirements for equipment, venue and all necessary materials for the Proposal so as to make the special arrangement in schedule and meet the budget.
- 9.5 The organiser is sourcing other sponsorship for this project. Applicants are encouraged to submit a proposal of showcasing 25-50 pieces of exhibits in Venice Biennale in 2023 and the Roving Exhibitions in Hong Kong.
- 9.6 The Project is non-profit making in nature.

10. SUBMISSION OF PROPOSAL

- 10.1 Applicants who are interested in the Project should submit information to the Organiser before the submission deadline stated in clause 10.6 below. The Proposal should be presented in English and includes the following:-

	ITEMS	SUBMISSION FORMAT
1	Exhibition title and curatorial statement	1 x A4
2	Personal info/contact /curriculum vitae of the Curator(s)	A4(s)
3	List of proposed Exhibits (10 pieces at least) AND Exhibitors with their biographical information	A4(s)
4	Images/drawings of the Exhibits with captions, photography credit and copyright forms	A4(s)
5	Outline budget	A4(s)
6	Programme and exhibition content	2 x A3 max.
7	A rendering image/drawing	1 x A4
8	Possible sponsorship/fund raising strategies/PR Strategies (optional)	A4(s) (optional)

- 10.2 **The Proposal shall include a list of proposed Exhibitors and their corresponding Exhibits (10 pieces at least with images/drawings).** An open call for Exhibitors is scheduled from late October to mid-November.
- 10.3 Each of the proposed Exhibitors could be in form of an individual, a group or a registered organisation.
- 10.4 Any exhibiting individual, lead-person of an exhibiting group, or head of an exhibiting organisation (“Exhibitor”) should have reached the age of 18.
- 10.5 Any individual, group or registered organisation is limited to participate in a maximum of two Proposals.
- 10.6 Preferably, at least 30% of the Exhibitors must hold full membership/fellowship of HKIA (please specify in the submission), subject to the review/approval of the Steering Committee.
- 10.7 **Deadline of Application: (Hong Kong Time) 28 September 2022 (Wednesday) at 2:00pm by email with the email subject "Curatorial Proposal for the 18th Venice Biennale" to kentsang@hkia.org.hk.** In the email, please provide a link to the submission documents. Please note that late submissions and applications will NOT be considered and accepted.

Briefing and Q&A Session (on Zoom)

An online Briefing and Q&A Session for potential applicants will be held on 15 September 2022 (Thursday) at 6:45pm on Zoom.

For registration, please email the names and the contact numbers of the attendant(s) to kentsang@hkia.org.hk with the email subject **"Registration for the 18th Venice Biennale Briefing Session"**.

- 10.9 Shortlisted Applicants will be invited to the **Zoom / physical interview** tentatively scheduled for **28 September 2022 (Wednesday) in the evening** to further discuss the details and clarify their Proposal.
- 10.10 The Organiser does not accept applications sent by fax.
- 10.11 The Organiser does not accept any supplementary information of the Proposal (except upon request by the Organiser) submitted after the submission deadline.
- 10.12 Any provision in any Application which does not fully meet and comply with the conditions of this Invitation shall be void and at no effect.
- 10.13 Through responding to this Invitation by submitting any Application and Proposal, Applicants shall be bound exclusively in all respects by the terms and conditions in this Invitation.

11. ASSESSMENT, SELECTION PROCEDURES AND CRITERIA

- 11.1 The Jury Panel, formed by VB2023 Steering Committee members and some external jurors, on behalf of the Organiser shall assess all Proposals submitted in due good order. The Organiser's choice of the Jury Panel shall be final and shall not be open to query or dispute by any Applicant.
- 11.2 The selection criteria are as follows:
- Whether the Proposal fulfils the Project Aims;
 - Whether the Proposal is unique and innovative, representing Hong Kong and relevant to the theme of the 18th Venice Biennale International Architecture Exhibition;
 - Whether the proposal helps nurture creative young talents and small/medium enterprises;
 - Whether the proposal helps the professionals to seize more business opportunities;
 - Whether the project helps sustain Hong Kong as the hub of creativity;
 - Feasibility of the Project;
 - Track record of the Curator, including experience in curatorship in architectural exhibitions, overseas networks, administrative capability etc.;

- The quality and merit of the Exhibits and the ability of the Exhibitors to complete the Exhibits;
 - He/she must show ability to work with sponsorship funding, institutional bodies and tight schedule;
 - He/she must show intellectual ability and proposal that would represent our architecture, on behalf of the city;
 - The extent of integration of environmental sustainability and greening principles in the proposal and throughout the entire exhibition as appropriate;
 - Proposals of sound sponsorship/fund raising strategies would be advantageous;
 - Over budget proposal will not be considered and the Curator is responsible for the control of actual expenditure within the prescribed budget stated therein. Except that any over-expenditure on proposed exhibits must be borne by the Curator or under separate agreement between the Curator and Exhibitor.
- 11.3 Depending on the competition, the Jury Panel reserves the right to set assessment criteria additional to those above which the Jury Panel determines to be objective and do not contradict existing ones to facilitate the processing of applications; review of such additional objective criteria will not be accepted.
- 11.4 The Jury Panel's decision on the selection shall be final and shall not be open to query or dispute by any Applicant.
- 11.5 The Jury Panel reserves the right not to accept/consider Proposals that fail to meet the above criteria.
- 11.6 The Jury Panel reserves the right to use the selection procedure to appoint a Curator, but not necessarily to adopt the submitted Proposal in entirety.

12. NOTIFICATION OF RESULTS AND SIGNING OF AGREEMENT

- 12.1 The Organiser has scheduled to announce the result of Applications upon completion of selection procedures; the Organiser reserves the right of postponement of such announcement and the final decision to select or not to select any applicants for the Project.
- 12.2 The Organiser shall determine the details of the Project and the related obligations of the successful Applicant and the budget and will sign an agreement ("the Agreement") with the successful Applicant. The successful Applicant must submit a revised proposal/budget, if so required by the Organiser before the signing of the Agreement.
- 12.3 If the Applicants in the Project are employees of tertiary institutes, the participants must submit an approval letter from the tertiary institute indicating its approval of its employees to participate in the Project on a personal basis before the signing of the Agreement. The Organiser will not reimburse the tertiary institute for any expenses incurred.
- 12.4 The Organiser reserves the absolute right to reject and disqualify any Applicant if it thinks fit.
- 12.5 The Organiser reserves the absolute right to cancel the Project arrangement of any Applicant if it thinks fit.
- 12.6 The Organiser shall not be liable to compensate any rejected, disqualified or unsuccessful applicant and any cancelled exhibition Proposal of the successful Applicant.
- 12.7 The Organiser shall have the right to take photos, keep records and to reproduce any entry submissions of the successful Applicant and for documentation, exhibition, educational or publicity purposes.
- 12.8 In making the Application, each Applicant warrants that the Applicant is in possession of the intellectual property rights of the proposal and has full right to possess, deal with and dispose of them free from all encumbrances.
- 12.9 The Applicant shall undertake full responsibility for the Proposal and shall indemnify the Organiser for any loss that may arise from any breach of these conditions, of the Application and of the Agreement.
- 12.10 Upon successful application, the Applicant shall enter into a contract with The Hong Kong Institute of Architects Biennale Foundation Company Limited.

13. HANDLING OF PERSONAL DATA

- 13.1 According to Paragraph 2.3.3 of the Code of Practice on Identity Card Number and Other Personal Identifiers published by the Privacy Commissioner for Personal Data (“the Code”), the Organiser may collect the ID card number of the grantee/authorised signatory if the grantee is an organisation to verify the grantee’s identity and to identify grants related to the grantee.
- 13.2 Personal data contained in the Application documents are used by the Organiser to facilitate the processing and assessment of Proposals. Failure to provide such data will obstruct and prevent the assessment and result of the Application.
- 13.3 If there is any amendment to the personal data on the Application documents, the Applicant shall inform the Organiser in writing to ensure the accuracy of personal data held by the Organiser at all times. The Organiser may publish information concerning successful Project Applications in its Annual Report, Website, Newsletter and other publicity material; the Organiser may also use such information for its own research or policy development purposes. The Applicant shall allow the Organiser to publish and use such information and is required to notify the Organiser in writing when submitting the Application if the Applicant does not want to receive any publicity materials from the Organiser or related organisations.
- 13.4 To facilitate the assessment of Proposal, the Applicant shall allow the Organiser to reveal personal data contained in the Application to HKIA Council Members, HKADC, Steering Committee members, Create Hong Kong, other Government departments and external consultants for reference.
- 13.5 The Project will be assessed at any time by HKIA Council Members, HKADC, Steering Committee members, or consultants in the entire discretion of the Organiser. The Applicant accepts that the contents of the assessment will be revealed to the public.

14. COPYRIGHT

- 14.1 To facilitate the assessment of the Applications for the Project, the Applicant agrees to authorise the Organiser to duplicate and distribute Application documents to HKIA Council Members, Steering Group Committee members, Create Hong Kong, other Government departments, external consultants and other persons involved in the assessment of the Applications for reference.
- 14.2 If the Application documents submitted by the Applicant contain material (including any written, verbal, graphic/image production or other format), of which the copyright belongs to other parties/organisations, it is the Applicant's responsibility to obtain prior written consent from the copyright owner for its use and to enable the Organiser to carry out the aforementioned assessment.
- 14.3 If the contents of the Application incorporate the duplication, distribution or publishing of works and materials, etc. (including any written, verbal, graphic/image production or other format), of which the copyright belongs to other parties/organisations, it is the Applicant's responsibility to obtain prior written consent from the copyright owner to ensure that the project can be implemented successfully.
- 14.4 The Applicant must ensure that the Organiser will not violate the "Intellectual Property (Miscellaneous Amendments) Ordinance 2000" or other relevant ordinances due to the receipt, examination, possession, processing or archiving of Application documents submitted by the Applicant. If the failure of the Applicant to comply with this requirement causes the Organiser to violate any copyright law, the Applicant shall compensate the Organiser fully for any loss so caused.
- 14.5 The selected Applicant shall obtain prior consent from the Exhibitors and grant the Organiser a royalty free and irrevocable license exercisable at any time by the Organiser in its entire discretion to reproduce, upload, store and post all the materials produced in association with the Project, in any format, and partly or wholly, on media channels, including but not limited to publication, website, promotional activities, new media platform etc. owned or managed by the Organiser or in non-commercial promotion activities.
- 14.6 The Organiser reserves the right to show excerpts from the Project (and the video documentation of the Project) at events organised by the Organiser for promotional purposes. The Organiser reserves the right to show the full version of the production at academic or not-for-profit events (such as arts festivals, etc.), the nature of which to be determined entirely by the Organiser.
- 14.7 The Organiser is not responsible for any copyright dispute that might arise between the successful Applicant, the selected Exhibitors, the cross-media collaborators and other third parties.

15. THE PREVENTION OF BRIBERY ORDINANCE

15.1 The Hong Kong Institute of Architects is a “public body” under the Prevention of Bribery Ordinance Cap 201. All members and staff of Hong Kong Institute of Architects must abide by the regulations related to the acceptance of advantages.

15.2 Under Chapter 201 Section 4 of the Prevention of Bribery Ordinance, the offering of advantage to, or the soliciting or acceptance of any advantages from any Institute's staff is strictly prohibited. Applicants should be aware of, and abide by, all applicable the regulations in their regard.

16. MEDIATION AND DOMESTIC ARBITRATION

Any dispute or difference arising out of or in connection with this Invitation shall first be referred to mediation at Hong Kong International Arbitration Centre (HKIAC) and in accordance with its Mediation Rules. If the mediation is abandoned by the mediator or is otherwise concluded without the dispute or difference being resolved, then such dispute or difference shall be referred to and determined by arbitration at the HKIAC and in accordance with its Domestic Arbitration Rules.

17. ENQUIRIES

17.1 The Applicant should visit regularly the HKIA website at www.hkia.net for updates and further announcement during the course of this Invitation.

17.2 For general administrative enquiries, please contact
Mr. Ken Tsang of HKIA Secretariat
Email: kentsang@hkia.org.hk and hkiasec@hkia.org.hk
Tel: 3155 6011 or 2511 6323