



**INVITATION FOR PROPOSAL OF
2022 HONG KONG & SHENZHEN BI-CITY BIENNALE OF
URBANISM \ ARCHITECTURE
2022 香港深圳城市\建築雙城雙年展**

The Hong Kong Institute of Architects Biennale Foundation, The Hong Kong Institute of Architects, The Hong Kong Institute of Planners, and Hong Kong Designers Association hereby invite (termed in short as "Invitation") interested curator/curatorial group ("the Applicant") to submit proposal ("Proposal") by the way of an application for the 2022 Hong Kong & Shenzhen Bi-City Biennale of Urbanism \ Architecture ("the Project" and "UABB2022") and thereof participate as the curator ("Curator").

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1. AIMS & BACKGROUND

By exhibiting through the Project, the Co-organisers The Hong Kong Institute of Architects Biennale Foundation (“HKIABF”), The Hong Kong Institute of Architects (“HKIA”), The Hong Kong Institute of Planners (“HKIP”) and Hong Kong Designers Association (“HKDA”) aim to:

- present a biannual exhibition for the enrichment of urban environment and cultural life
- arouse wider public interest in issues on art, design, architecture and urban planning of Hong Kong
- create a platform for critical and intellectual dialogues for professionals in Hong Kong, the Mainland and worldwide
- facilitate channels for cultural exchange between Hong Kong and Shenzhen, as well as other cities in the Mainland and Asia
- nurture local and young professionals for the development of Hong Kong’s creative industry and local brands
- promote creativity amongst Hong Kong students and youth through participation
- create favorable environment for the research and making of visionary art and architectural works in an exhibition context

In 2005, the Government of Shenzhen organised the 1st Shenzhen Biennale of Urbanism & Architecture. In December 2006, an initiative to co-organise future Biennales was formed between The Hong Kong Institute of Architect and the Shenzhen Planning Bureau.

The 2007 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture was held in the historical compound of the Central Police Station in Hong Kong. The Hong Kong curatorial team took “**City Re-fabricating**” as the theme, to have a dialogue with “City of Expiration and Regeneration”, the theme of the Shenzhen counterpart exhibition..

In 2009 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture held in the West Kowloon Waterfront Promenade with the theme “**City Mobilization: Bring Your Own Biennales**”, aimed to investigate the possibility of bottom-up mobilization and the organisation of social life.

The 2011 edition was held in the Kowloon Park with theme “**Tri-ciprocal Cities: The Time, The Place, The People**”, with satellite venues in Wanchai Visual Archive and Central Oasis in Central, which attracted record-breaking 150,000 visitors.

In 2013, based on mutual agreement between Hong Kong and Shenzhen Co-organisers, the Project has been officially renamed as Bi-City Biennale of Urbanism\Architecture (Hong Kong) UABB (HK). Themed “**Beyond the Urban Edge: The Ideal City?**”, the exhibition aimed to create a closer co-operation and synergy between Shenzhen and Hong Kong.

In 2015, the fifth edition of UABB(HK) themed “**VISIONS 2050 - Lifestyle and the City**”, took place from 11 December 2015 to 28 February 2016 across 34,000 m2 of Kowloon Park and at the Hong Kong Heritage Discovery Centre.

In 2017, themed “**City Smarts: Density 2.0**”, the sixth edition was held at 8 highly accessible vacant or shared urban locations and cultural hubs in Hong Kong from 12 December 2017 to 11 February 2018, attracting more than 200,000 visitors.

In 2019, the seventh edition of UABB(HK) exhibition ran from December 2019 to March 2020, with additional events from March to September 2020. Themed “**2x2: Imagine to Innovate**”, UABB(HK)2019 attracted more than 200,000 visitors, with 62 exhibitors and 27 open events were organised.

The Project will be overseen by the UABB2022 Steering Committee and Academic Committee, formed by members of HKIABF, HKIA, HKIP, HKDA and Shenzhen Biennale of Urbanism\Architecture Organizing Committee (Shenzhen counterparts), which are composed of:-

UABB2022 Steering Committee:

Co-Chairpersons

Mr. Anthony Cheung

Mr. Stanley Siu

Members

Ms. Helen Leung (HKIABF Chairperson & HKIA Vice President)

Mr. Felix Li (HKIABF Director & HKIA Immediate Past President)

Mr. Bernard Lim, *BBS, JP*

Mr. Alvin Yip

Mr. Roger Wu

Mr. Franklin Yu

Mr. Thomas Lee (HKIP President)

Mr. Karr Yip (HKDA Chairman)

Mr. So Kwok Kin

2 BIENNALE THEME

- 2.1 In response to the exhibition theme / scope of our Shenzhen counterparts to encourage the participation of the young and emerging professionals, the tentative theme / scope would be “**Rethink & Rebuild Resilience** 探索舊規劃·攜手塑新城”, for the discussion on the sustainability, green and ecological development of a city’s dual carbon goal. For details about Shenzhen counterparts, please visit:
<https://www.biennialfoundation.org/biennials/shenzhen-hong-kong-bi-city-biennale-of-urbanism-architecture/> and
<https://mp.weixin.qq.com/s/lziw1LyKW7bEcL3ki6K9Yg>
- 2.2 The Hong Kong Curator shall be able to work closely with our counterpart in Shenzhen for creating synergy and dialogues, including having joint-working sessions throughout the process, coordinate exchange of exhibits with Shenzhen Exhibition, preparing joint-publications for exhibition catalogue and pamphlets and holding joint-biennale forums.
- 2.3 The Project shall encourage participation of and production by creative professionals including but not limited to artist, designers, architects and urban planners.
- 2.4 The Project shall encourage participation of exhibiting parties from Hong Kong as well as the Mainland and worldwide.
- 2.5 The events shall interact with periphery cities especially the Greater Bay Area.
- 2.6 The events shall outreach to the youngsters, in which some of them should be organised for primary or secondary school students.
- 2.7 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.
- 2.8 UABB2022 shall comprise of two concurrent exhibitions, one to be held in Hong Kong and the other one in Shenzhen.

3. BIENNALE VENUE AND PROGRAMME

3.1 The UABB2022 Exhibitions in Hong Kong and Shenzhen will be held from August to October 2022.

3.2 The programme for the Hong Kong and Shenzhen Exhibitions is as follows:

Activity	Suggested Timeframe
1st PHASE: Charting Period <ul style="list-style-type: none"> ➤ Establishment of Steering Group amongst Hong Kong & Shenzhen Co-organisers ➤ Identify Site(s), Budget Planning, Fund Fundraising ➤ Open Call for Curatorial Proposal ➤ Briefing Session ➤ Deadline for Proposal Submission ➤ Interview with Candidates ➤ Appointment of Curator 	<ul style="list-style-type: none"> ➤ November – December 2021 ➤ December 2021 – March 2022 ➤ Mid-December 2021 ➤ 22 December 2021 ➤ 4 January 2022 ➤ 8 January 2022 ➤ Mid-January 2022
2nd PHASE: Action Period <ul style="list-style-type: none"> ➤ Curator in Action and UABB2022 Steering Committee to oversee ➤ Review and approve final Curatorial Proposal and exhibits by Steering Committee ➤ Production ➤ Press Conference 	<ul style="list-style-type: none"> ➤ January – October 2022 ➤ January – February 2022 ➤ March – May 2022 ➤ July 2022
3rd PHASE: Exhibition Period (Hong Kong & Shenzhen) <ul style="list-style-type: none"> ➤ Official Opening Ceremony ➤ Public Exhibition and Tour ➤ Cultural and Educational Events 	<ul style="list-style-type: none"> ➤ August 2022 ➤ August – October 2022 ➤ August – October 2022
4th PHASE: Project Wrap Up <ul style="list-style-type: none"> ➤ Payment settlement and auditing ➤ Project Archive Book ➤ Completion Report 	<ul style="list-style-type: none"> ➤ October 2021 – Jan 2022 ➤ October 2021 – Jan 2022 ➤ October 2021 – Jan 2022

3.3 Potential venues for the Hong Kong Exhibition including Central Market and Exhibition space of Hysan. Shenzhen Biennale of Urbanism\Architecture Organizing Committee has selected a venue at a prime location of Lo Wu, which will be announced soon. Curator will need to consider, source and inspect other possible venues as alternative/satellite back-up if the application of the above mentioned potential venues is not successful.

3.4 The Exhibitions shall encourage participation of and production from creative professionals including but not limited to architects, designers, business practices and

students. Opening ceremony and networking reception, forum/webinar, guided tours and VIP tours, and other interactive events, etc. will be organised (subject to the venue availability and the pandemic situation).

- 3.5 Grand Opening: Estimated number of guests and participants around 150-200 (subject to venue availability, arrangement of the exhibitor groups, and the pandemic situation). A live feed video on on social media with broadcasting function, i.e. Facebook live, will be broadcasted.
- 3.6 Networking reception to connect between the Hong Kong architects and partners/clients from different countries. Estimated number of guests and participants: 150-200 (subject to venue availability, arrangement of the exhibitor groups, and the pandemic situation).
- 3.7 Guided tour for VIP guests including Guest of Honour and other officiating guests of the Grand Opening.

4 ELIGIBILITY

- 4.1. The Applicant should be the Curator(s) of the Proposal. 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.
- 4.2. The Applicant should submit Proposal on an individual basis or group basis.
- 4.3. For Applicant on group basis, international team formation of Hong Kong, Mainland, or international curators is allowed. The group should designate one of the core members to be responsible to the Co-organisers for the management of the allocated fund for the Project.
- 4.4. Applicants possess previous curatorial experience in design and architectural exhibitions are preferable, though not mandatory. Applicants are required to provide proof satisfactory to the Co-organisers in the Proposal of his/her qualifications, experience and ability to complete the Project.
- 4.5. Inclusion of the Applicant's own works in the Exhibition is not precluded provided that they are necessary in demonstrating and completing the Project. The Co-organisers does not support Proposal whereby the Applicant is the principal exhibiting party.
- 4.6. The Applicant should submit Proposal with a list of proposed Exhibitors and their corresponding Exhibits. Each of the proposed Exhibitors could be in form of an individual, a group or a registered organisation. Any exhibiting individual, lead-person of an exhibiting group, or head of an exhibiting organisation should have reached the age of 18.
- 4.7. At least one of the core members in the Curatorial Team must hold full membership / fellowship of HKIA, HKIP, HKDA. (please specify in the submission)
- 4.8. At least 50% of the Exhibitors must hold full membership / fellowship of HKIA, HKIP or HKDA. (please specify in the submission)
- 4.9. Any individual, group or registered organisation is allowed to participate in max TWO Proposals for this Invitation.

5. RESPONSIBILITIES OF THE CURATOR

5.1 The Curator shall report to the organiser and Steering Committee.

5.2 The Curator is hold full responsibility for the overall completion of the Project according to the programme, budget and in the highest standard. The major duties include but not limited to:

5.2.1 Finance and Budget

5.2.1.1 prepare 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, and to review and propose measures to adjust the overall exhibition expenditure from time to time to suit the latest financial status for the purpose of budget control.

5.2.1.2 prepare cash flow table of the project for reporting in every Steering Committee meeting.

5.2.2 Exhibition & Events

5.2.2.1 To initiate, invite, coordinate and confirm list of exhibition items and works ("Exhibits")

5.2.2.2 To source, inspect and prepare venues for the setup of Exhibits;

5.2.2.3 To assist the setup and finish of all Exhibits with Exhibitors;

5.2.2.4 To manage and liaise with venue management for all services and provisions for the Exhibitions;

5.2.2.5 To assist the certification of public safety for the Exhibition and to arrange insurance whenever and wherever appropriate;

5.2.2.6 take charge in the planning, design, the completion of Authorized Person (AP) / Registered Structural Engineer (RSE) certifications and any other statutory submissions involved with the venue, Exhibition and Exhibits, if necessary.

5.2.2.7 prepare tender documents, apply permits, monitor construction and maintain the venue in good and safe conditions during the exhibition period.

5.2.2.8 To monitor and maintain all Exhibits during the course of the Exhibition;

5.2.2.9 To arrange transportation/shipment and related logistics arrangement of Exhibits;

5.2.2.10 To oversee dismantling for site clearance and comply with the requirement as set by site provider;

5.2.2.11 To arrange guided tours, symposiums and/or other promotional, educational and cultural events for the Exhibition;

5.2.2.12 To report to the organiser for incompliance incidence, if any.

5.2.2.13 cooperate with venue landlord, consultants, contractors, sponsors and exhibitors on all matters related to the Exhibition. The curator should ensure that exhibitors would observe all the regulations and requirements of venue provider and sponsors, and to oversee dismantling for site clearance for compliance with the requirement as set by site provider;

5.2.3 Publicity

- 5.2.3.1 To incorporate and maintain HKIA branding in all exhibition promotional activities.
- 5.2.3.2 To be responsible for public relations and promotions of the Exhibition and HKIA with PR consultant's support to attract maximum attention of regional and local media;
- 5.2.3.3 To provide Chinese (繁體及簡體) and English text for the Exhibition, including HKIA intent, curatorial statement, Exhibitors information, description of Exhibits, and additional literature of criticism and references;
- 5.2.3.4 To prepare all press release and publicity text IN Chinese (繁體及簡體) and English for the Exhibition;
- 5.2.3.5 To design and manage production of publicity items including posters, leaflets, invitation cards, banners, backdrop and website, etc. All output to printer requires final approval by the organiser;
- 5.2.3.6 To prepare design of advertisements;
- 5.2.3.7 To prepare Opening Ceremony, symposiums, workshops, forum, performances, cultural and educational events, Closing Ceremony and any other co-related events;
- 5.2.3.8 To attend with all Exhibitors the opening ceremony of the Hong Kong Exhibition and related core events;
- 5.2.3.9 To propose, liaise with and assist in the invitation of local and overseas guests on behalf of the Steering Committee for occasions of opening, performance, symposium and related events

5.2.4 Sponsorship

- 5.2.4.1 To work with the Co-organisers in the search and security of sponsorship. Prior approval from the Co-organisers is required before acceptance of any external sponsorship in any format;
- 5.2.4.2 To explore and solicit possible sponsorship from external parties;
- 5.2.4.3 To make necessary presentations of the UABB2022 to sponsors and potential sponsors.

5.2.5 Documentation

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

5.2.6 Report and Evaluation

- 5.2.6.1 To submit to the Co-organisers interim progress reports during the course of Project. Confirmed list of Exhibitors, Exhibits and events shall be reviewed and approved by the Co-organisers represented by the UABB2022 Steering Committee;
- 5.2.6.2 To assist the Co-organisers if requested in arranging media, guests and critics to review the Biennale;

- 5.2.6.3 To submit to the Co-organisers 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 required by the Co-organisers and to the satisfaction of Create Smart Initiative. The auditor shall be chosen from the list provided by the UABB2022 Steering Committee;
- 5.2.6.4 To conduct a formal debriefing with the Co-organisers following the completion of the Project. The debriefing shall include evaluation of the project including merits and shortcomings.

6. FEE AND BUDGET

A fee of **HK\$350,000** shall be available to the successfully appointed Curator. Separate funding for employment of one Project Officer to support the curator would be allowed and payment of the staff would be made by the Co-organisers direct, subject to the approval from Create Smart Initiative (CSI). As the funding is being sought from CSI, figures below are indicative, actual amount is subject to the approved budget from CSI.

Suggested fee schedule is as below:-

Work stage	Schedule	Percentage of Curator's fee	Cumulative total
Upon appointment of Curator	Jan 2022	30% or HK\$105,000	HK\$105,000
Opening	August 2022	40% or HK\$140,000	HK\$245,000
Project Completion and submission of report	Jan 2023	30% or HK\$105,000	HK\$350,000

In the meantime, the Curator shall work with the Co-organisers to seek additional sponsorship.

The cash sponsorship that the Curator help brings to the project should have covered Curators' administrative and consultancy service charge to the Co-organisers or respective sponsor.

Should Curator help the Co-organisers bring in cash sponsorship successfully, the Steering Committee would exercise its discretion to top up the Curator fee up to HK\$250,000 as the ceiling subject to no deficit on the final account. Top up payment will be payable to Curator under the following condition upon Co-organisers' approval:

Condition	Top up payment to Curator
When Curator helps bring in cash sponsorship HK\$ 100,000 or above successfully	HK\$25,000
When Curator helps bring in cash sponsorship HK\$ 250,000 or above successfully	HK\$62,500
When Curator helps bring in cash sponsorship HK\$ 500,000 or above successfully	HK\$125,000
When Curator helps bring in cash sponsorship HK\$ 1,000,000 or above successfully	HK\$250,000

The top up payment will be paid after the completion of the project and upon receipt and acceptance of completion report by UABB2022 Steering Committee.

6.2 The following expenses shall be reimbursed by the Co-organisers to the Curator or directly settled by the Co-organisers as appropriate. The Curator shall manage account of transactions and ensure the maximum budget must not be exceeded: -

(The budget below is for reference only. Actual amount is subject to the approved budget from CSI)

Cost Items	Maximum Budget Allowed
Venue setting, including venue construction setup and maintenance, security service, license and copyright applications, cleaning service, dismantling and waste disposal and insurance	HK\$1,189,000
Exhibits, including all production and onsite installation costs (Applicants should note that the current exhibition budget is based on 100 exhibits, including the replicas. Applicants are however free to propose creative exhibition formats to involve more exhibitors within the same budget if such compatible with the curatorial concept)	HK\$2,345,000
Opening and Closing events, refreshment	HK\$230,000
Forum/symposium/workshops/educational and cultural events: Venue Decoration, AV Equipment, setting and symposium Proceeding, translator & transcript	HK\$125,000
Publicity including PR consultant and event Co-organisers, press conference, website, printed media, publication, promotional materials, photographer/video maker, advertisement, archive documentation	HK\$912,500
Guest Invitation including flight, accommodation and transportation of guest speakers (<i>funded on reimbursement basis and any savings under this budget item cannot be re-allocated to other budget items</i>)	HK\$83,000
Transportation including temporary storage, local transportation, delegation/ meetings/ visits to Shenzhen, transportation/ disposal of Shenzhen exhibits	HK\$154,000
Total	HK\$5,038,500

*The Co-organisers 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 Co-organisers is recruiting the Curator. In case the Project cannot proceed as planned, the Co-organisers is not liable for any claims in any format should the appropriate amount of

sponsorship is not available by the time as scheduled.

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

6.4 The Co-organisers welcomes innovative concept on the Biennale, 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.

6.5 The Project is non-profit making in nature.

6.6 All the tenders/ quotations should comply with competitive tendering principles and adopt the practices specified by the Co-organisers.

7. SUBMISSION OF PROPOSAL

7.1 Applicants who are interested in the Project should submit Information to the Co-organisers before the submission deadline stated in clause 7.3 below. The Proposal should be presented in English or Chinese, which shall includes the following:

<u>ITEMS</u>	<u>SUBMISSION FORMAT</u>
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 (25 to 50 pieces of exhibits shall be within budget)	A4(s)
4 Outline Budget	A4(s)
5 Programme and Exhibition content	2 x A3 max.
6 Possible sponsorship / fundraising strategies / PR Strategies (Optional)	A4(s)
7 An USB flash drive saving all documents and images submitted	Word Document / PDF

7.2 The Proposal should include a list of Exhibits, including **three** (3) pieces of outdoor exhibition models, **three** (3) pieces of interactive installations or models, and **three** (3) pieces of installations or models to be exhibited in Shenzhen exhibition venue in June 2022. The Curator will be allowed to expand the list and/or minor adjust the list of Exhibitors after appointment. Such minor adjustment is subjected to approval by the Co-organisers.

7.3 Proposal in sealed envelope marked "**2022 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture**" should reach the Co-organisers premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong) on or before (**Hong Kong Time**) **4 January 2022 (Tuesday) at 2:00pm** ("Deadline"). Late submissions will NOT be considered.

- 7.4 A **Briefing Session** for potential applicants would be held by the Co-organisers at **7:00pm, Wednesday, 22 December 2021** at HKIA Premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong). Please email name and contact of the attendant to uabb2022@hkia.net for registration.
- 7.5 Shortlisted Applicants will be invited to an **interview** scheduled for **8 January 2022 (Saturday) morning** at HKIA Premises to further detail and clarify their Proposal.
- 7.6 The Co-organisers does not accept applications sent by fax or email.
- 7.7 The Co-organisers does not accept any supplementary information of the Proposal (except upon request by the Co-organisers) submitted after the submission deadline.
- 7.8 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.
- 7.9 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.
- 7.10 HKIABF has applied Creative Smart Initiative (CSI) Fund under HKSAR Government for this project and anticipates to receive funding. Subject to the availability and sufficiency of funding from CSI and further arrangements, HKIABF and Steering Committee might cease and terminate in organising the exhibitions.

8. ASSESSMENT, SELECTION PROCEDURES AND CRITERIA

8.1 The UABB2022 Steering Committee on behalf of the Co-organisers shall assess all Proposals submitted in due good order before the Deadline. The Co-organisers choice of Steering Committee members shall be final and shall not be open to query or dispute by any Applicant.

8.2 The selection criteria are as follows:

- Whether the Proposal fulfills the Project Aims;
- Whether the Proposal is visionary, critical and innovative in presenting design, architecture and urban conditions in Hong Kong, the Greater Bay area, as well as other relevant cities in the Mainland and worldwide;
- The Proposal's response to the Bi-City setting of the Biennale;
- The feasibility of the Proposal (including flexibility and responsiveness to changes in COVID-19/ pandemic developments and situation);
- 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 a tight schedule;
- Whether the Curator has strong link to Mainland China and worldwide counterparts, can demonstrate knowledge and ability in curatorship in Mainland architectural exhibitions;
- The extent of integration of environmental sustainability and greening principles in the proposal and throughout the entire exhibition as appropriate;
- 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. In case there is any potential external support towards a particular exhibit, the support is only regarded as Exhibitor's personal funding, having no implication on the status of funding support from the Government.

- 8.3 Depending on the competition, UABB2022 Steering Committee reserves the right to set assessment criteria additional to those above which the Co-organisers 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.
- 8.4 Steering Committee reserves the right not to accept/consider Proposals that fail to meet the above criteria.
- 8.5 Steering Committee reserves the right to use the selection procedure to appoint a curator, but not necessarily to adopt the submitted Proposal in entirety.

9. NOTIFICATION OF RESULTS AND SIGNING OF AGREEMENT

- 9.1 The Co-organisers has scheduled to announce the result of Applications by **mid-January 2022** upon completion of selection procedures; the Co-organisers reserves the right of postponement of such announcement and the final decision to select or not to select any applicant for the Project.
- 9.2 The Co-organisers 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 Co-organisers before the signing of the Agreement.
- 9.3 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 Institute will not reimburse the tertiary institute for any expenses incurred.
- 9.4 The Co-organisers reserves the absolute right to reject and disqualify any Applicant if it thinks fit.
- 9.5 The Co-organisers reserves the absolute right to cancel the exhibition arrangement of any Applicant if it thinks fit.
- 9.6 The Co-organisers shall not be liable to compensate any rejected, disqualified or unsuccessful Applicant and any cancelled exhibition Proposal of the successful Applicant.
- 9.7 The Co-organisers 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.
- 9.8 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.
- 9.9 The Applicant shall undertake full responsibility for the Proposal and shall indemnify the Co-organisers for any loss that may arise from any breach of these conditions, of the Application and of the Agreement.
- 9.10 Upon successful application, the Applicant shall enter into a contract with The Hong Kong Institute of Architects Biennale Foundation.

10. HANDLING OF PERSONAL DATA

- 10.1 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 Co-organisers may collect the ID card number of the grantee /authorized signatory if the grantee is an organisation to verify the grantee’s identity and to identify grants related to the grantee.
- 10.2 Personal data contained in the Application documents are used by the Co-organisers to facilitate the processing and assessment of Proposals. Failure to provide such data will obstruct and prevent the assessment and result of the Application.
- 10.3 If there is any amendment to the personal data on the Application documents, the Applicant shall inform the Co-organisers in writing to ensure the accuracy of personal data held by the Co-organisers at all times. The Co-organisers may publish information concerning successful Project Applications in its Annual Report, Website, Newsletter and other publicity material; the Co-organisers may also use such information for its own research or policy development purposes. The Applicant shall allow the Co-organisers to publish and use such information and is required to notify the Co-organisers in writing when submitting the Application if the Applicant does not want to receive any publicity materials from the Co-organisers or related organisations.
- 10.4 To facilitate the assessment of Proposal, the Applicant shall allow the Co-organisers to reveal personal data contained in the Application to HKIABF Directors, HKIA Council Members, Steering Committee members, CreateHK, other Government departments and external consultants for reference.
- 10.5 The Project will be assessed at any time by HKIABF Directors, HKIA Council Members, Steering Group Committee members, or consultants in the entire discretion of the Co-organisers. The Applicant accepts that the contents of the assessment will be revealed to the public.

11. COPYRIGHT

- 11.1 To facilitate the assessment of the Applications for the Project, the Applicant agrees to authorize the Co-organisers to duplicate and distribute Application documents to HKIABF Directors, HKIA Council Members, Steering Committee members, the CreateHK, other Government departments, external consultants and other persons involved in the assessment of the Applications for reference.
- 11.2 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 Co-organisers to carry out the aforementioned assessment.
- 11.3 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.
- 11.4 The Applicant must ensure that the Co-organisers 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 Co-organisers to violate any copyright law, the Applicant shall compensate the Co-organisers fully for any loss so caused.
- 11.5 The selected Applicant shall obtain prior consent from the Exhibitors and grant the Co-organisers a royalty free and irrevocable license exercisable at any time by the Co-organisers 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 Co-organisers or in non-commercial promotion activities.
- 11.6 The Co-organisers reserves the right to show excerpts from the Project (and the video documentation of the Project) at events organised by the Co-organisers for promotional purposes. The Co-organisers 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 Co-organisers.
- 11.7 The Co-organisers 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.

12. THE PREVENTION OF BRIBERY ORDINANCE

- 12.1 Hong Kong Institute of Architects Biennale Foundation is a “public body” under the Prevention of Bribery Ordinance Cap 201. All members and staff of Hong Kong Institute of Architects Biennale Foundation must abide by the regulations related to the acceptance of advantages.
- 12.2 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.

13. 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.

14. ENQUIRIES

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

For general administrative enquiries, please contact
Ms. Cecilia Yeung of HKIABF Secretariat
Tel.: 2511 6323
Email: uabb2022@hkia.net

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