

HONG KONG AIR CADET CORPS

AVIATION EDUCATION WING

MEMO

From : OC AE Wg | To : All OC Units
Ref : (1) in AE/CA2019 | Cc : All Major OC Units
Date : 21 Jun 2019 |

Commandant's Award 2019

Aviation Education Wing sincerely invites all squadrons to take part in this year's Commandant's Award.

1. **Details**

Date: 18 August 2019 (Sunday), 0900hrs

Venue: TBC

Prize: TBC

* Each participant will be awarded a certificate

2. **Competition Format**

Participating squadrons / flights should send one team to take part in an 8 to 10-minute English presentation in the aeronautical field. OIC Commandant's Award 2019 (OIC) will announce all rules and regulations in the upcoming briefing session.

3. **Application Deadline**

Applications should be lodged using the enclosed application form and should reach **cmdtaward@gmail.com** on or before **1800hrs, 12 July 2019**.

4. **Briefing Session**

OIC would hold a briefing session on **05 August 2019**. To ensure fairness and effective communications, all participating teams are required to send one representative to ballot-draw the sequence that day. If the participating team is also applying for cadet project, a commissioned officer serving as supervising officer shall also attend the briefing session with the team. Details on this are available in the "Cadet Project Registration Form". Please expect the session to last for about 60 minutes.

5. **Further Queries**

Project Manager: Fg Off Jove CHEUNG, LO(3) AE Wg

OIC Commandant's Award 2019: Flt Lt (sp) Ada LI, TO AE Wg

Email: cmdtaward@gmail.com

Jove CHEUNG
Flying Officer
Project Manager CA 2019
for OC AE Wg

Encl.

c.c. All OC Major Units

Come to our facebook page and obtain the latest information about AE Wg at:

<http://www.facebook.com/hkacc.aewing>

Commandant's Award 2019
Rules and Regulations

1. Number and Distribution of Teams

- a. There are at most 13 teams for the competition.
- b. Places have been reserved for each of the following major units.

Major Units	No. of Place(s) Reserved
No 1 (HKI) Wg	2
No 2 (Kln E) Wg	2
No 3 (NT E) Wg	2
No 4 (Kln W) Wg	2
No 5 (NT W) Wg	2
No 6 Wg	2
C Wg	1

- c. Each squadron or Flight shall only send 1 team.
- d. Each Wing may nominate "supernumerary teams". The supernumerary teams will be admitted to the competition in case other Wings do not use up their reserved places. The OC Wg will be requested to indicate the order of preference among the supernumerary teams to the OIC Commandant's Award 2019 (OIC).
- e. In case the number of supernumerary teams nominated by OC Wg exceeds the vacancies available, admission will be determined by (i) equal participation among major units; followed by (ii) lot drawing.

2. Each competition team could have a maximum of 5 members.

3. Topic of the 10 minutes' presentation shall be suggested by respective teams and to be facilitated by OIC. Suggested scope of presentation topic as per *Appendix 2* refers. Topics will be considered and accepted on a first-come-first-served basis.

4. The oral presentation must be in English.

5. Only a maximum of 3 presenters are allowed to be on stage at the same time. Teams may arrange team members to be on stage on a fixed or rotational basis. Members not on the stage may participate as helpers or in the audience area.

6. Presentation aids, including but not limited to slideshows (must be in English and Chinese if provided), audio clips, video clips, models and display boards, may be provided.

7. Teams may play audio and/or video clips during their presentation. However, the following rules shall be observed:

- For self-prepared clips, the characters giving speech shall be confined to the team members who will present on the stage.
- For external clips, there is no restriction on the persons giving speech. External clips refer to clips produced by external parties e.g. TV stations, radio stations, YouTube channels etc. who are not related to the participating team or its Squadron/ Flight.
- Teams should carefully control the duration of such clips. Extensively long clips may cause mark deduction at the discretion of the judge.

8. Each team has only 10 minutes to deliver the presentation.
 - A bell will ring once at the eighth minute.
 - A bell will ring twice at the tenth minute.
 - A continuous bell will ring after tenth seconds pass the tenth minute until the presentation stops.
 - 1 point per second will be deducted from the total score after tenth seconds pass the tenth minute until the presentation stops.

9. A maximum of 15 minutes of total time will be allocated to each team. Within the 15 minutes, only a maximum of 5 minutes will be allowed for preparation, including set-up and dismantling of computers, equipment, visual aids, etc., even if the presentation lasts less than 10 minutes.
 - * For every 5 seconds over the 5 minutes preparation time, 1 point will be deducted from the total score. Overtime will be rounded up to nearest 5 seconds.

10. All teams shall use the computer provided, and a spare CD-Rom copy plus an USB memory stick of your presentation file due to the possibility of incompatibility of Audio-visual equipment. Please prepare a contingency plan for unserviceable computer or projector.

11. Judges shall follow the marking scheme as provided in *Appendix 3* refers. All points awarded are final. No appeal will be entertained.

12. Attire: Preferably No.2B. No.3B is acceptable for cadets without No.2B. However, all team members must wear the same uniform, or risk disqualification. Neat uniform is always essential.

13. Proper Custom & Courtesy applies although this is not included in the marking scheme.

14. OIC reserves the right to make any alternative arrangements and/or changes (including changes to the rules and regulations) with/without prior notice. If conditions permit, OIC would endeavor to give advance notice.

Scope of Presentation Topic

1. Principle of Flight
2. Airspace
3. Radio Telephony and Air Traffic Control
4. Navigation
5. Air Law
6. Aviation Meteorology
7. Emergency
8. Equipment and Systems
9. Airlines
10. Engines
11. Aircraft Manufacturers
12. Airports
13. Latest Technology in Aeronautical Field
14. Air Incident / Accident Investigation
15. Any other scope not listed above but approved by OIC

- The above items are only scope of the presentation. Teams shall derive the appropriate presentation topic based on the above scope
- Avoid choosing broad and ambiguous topic.
- Example of acceptable topic - Airbus 330 Family vs Boeing 777 Family

Hong Kong Air Cadet Corps
Commandant's Award 2019
Marking Scheme

Team: **No.** **Squadron**
Topic:

Assessment Items	Score					Comments
	1	2	3	4	5	
Part I. Proficiency in English						
Fluency						
Grammar						
Part II. Contents of Presentation						
Composition						
Creativity						
Comprehensiveness						
Coherence						
Part III. Presentation Skills						
Effectiveness of Presentation						
Confidence & Posture						
Team Coordination						
Usage of Visual Aids						
Part IV. Overall Performance						
Team Spirit						
Impression						
					Total Score:	

Overall Comments (if any):