

HONG KONG AIR CADET CORPS
AVIATION EDUCATION WING
MEMO

From	: OC AE Wg	To	: All OC Units
Ref	: (1) in AE/CA 2018	Cc	: All Major OC Units
Date	: 11 06 2018		

Commandant's Award 2018

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

1. Details (revised)

Date : 25 August 2018 (Saturday), 0900hrs
Venue : The City University of Hong Kong, Kowloon Tong
Prize : Champion—Book coupon and aircraft models
1st Runner-Up—Book coupon
2nd Runner-Up—Book coupon
* 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 2018 (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 **hkacc.aewing@gmail.com** on or before 1800 hrs 2 July 2018.

4. Briefing Session

OIC would hold a briefing session on 6 July 2018. 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 90 minutes.

5. Further Queries

Project Manager:	Fg Off Phoebe LEE, Adjt AE Wg
OIC Commandant's Award 2018:	Plt Off Jarvis YANG, LO(1) AE Wg
Email:	hkacc.aewing@gmail.com

Jarvis YANG
Plt Off
OIC CA 2018
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>

Please return this form to OIC Commandant's Award on or before 1800hrs 2 July 2018

Commandant's Award 2018 Application Form

To: OIC Commandant's Award 2018

From:

Date:

My squadron will send a team to participate in Commandant's Award 2018.

The particulars of my team are as followings:

	Rank/Class	Name	Serial No.	Age	E-mail address	Contact Tel.
Team Leader						
Member						
Member						
Member						
Reserve						

*** Team leader shall be the contact point.**

Intended Topic of Presentation:

* On first-come-first served basis. Please also choose a second topic in case your first choice has already been chosen

First Choice: _____

Second Choice: _____

Official use only

Confirmation of Topic Selection

Topic Accepted: First Choice / Second Choice

Topic not accepted: Both have already been chosen. Please choose another topic.

Topic not accepted: Reason:

Order No.

Approved by:

Date

Cadet Project Registration Form

No. _____ Squadron

My squadron would like to apply for the Cadet Project.

My squadron would not apply for the Cadet Project.

The particulars of my team are as followings:

	Rank/Class	Name	Serial No.	Age	E-mail address	Contact Tel.
Team Leader						
Member						
Member						
Member						
Reserve						

Note for applying Cadet Project:

- Aviation Education Wing kindly invites all squadrons to submit an application for cadet project.
- For those interested squadrons in applying for cadet projects, please hand in this signed Registration Form.
- Interested squadrons shall read the Guidelines on Cadet Projects issued by GST Wg (Ref: HQ msg 186/14) before handing in this form. In particular, attention is drawn to the requirement of team composition:
 "... a team (not more than 5 cadets) should be formed with the most senior in rank and service to be taking the leading role."
- A Commissioned Officer should be appointed from squadron as Supervising Officer, who is responsible for direct supervision and over-seeing the compilation as well as the submission of final report to GST Wg.
- Supervising Officer has to attend the Commandant Award briefing concurrently holding by AE Wg and GST Wg.
- The full report should reach OC GST Wg by digital means. Deadline, requirement on content and submission will be announced in due course.
- OC GST Wg reserves the right to reject cadet projects that do not reach him by the deadline.
- Should there be any query, please contact the OIC Commandant's award 2018.

Signature: _____

Name: _____

Post: _____

Commandant's Award 2018

Rules and Regulations

1. Number and Distribution of Teams

- a. There are at most 14 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 (KIn E) Wg	2
No 3 (NT E) Wg	2
No 4 (KIn 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 its reserved places. The OC Wg will be requested to indicate the order of preference among the supernumerary teams to the OIC Commandant's Award 2018 (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. When deciding topics, teams can refer to our suggested scope in aeronautical field (Appendix 2). 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 to be on the 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 off the stage 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.

- The bell will ring once at the eighth minute.
 - The bell will ring twice at the tenth minute.
 - The bell will ring continuously after tenth seconds pass the tenth minute until the presentation stops.
 - For each second over tenth seconds pass the tenth minute until the presentation stops, 1 point will be deducted from the total score.
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 allowed for preparation, 1 point will be off from the total score. Overtime will be rounded up to nearest 5 seconds.
9. All teams shall use the laptop provided, and also make a CD-Rom copy plus USB memory stick of their presentation file due to the possibility of incompatibility of Audio-visual equipment. Please prepare a contingency plan for unserviceable computer or projector.
10. Judges shall follow the marking scheme as provided in Appendix 3. All points awarded are final. No appeal will be entertained.
11. 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.
12. Proper Custom & Courtesy applies although this is not included in the marking scheme.
13. 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 2016
Marking Scheme

Team:No. **Squadron**

Topic:

Assessment items	Score					Comments
	1	2	3	4	5	
Part I. Proficiency in the English Language						
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):