



## 澳門大學室內外數位看板系統、滾動式及巴士站廣告燈箱使用申請表

### Application Form for Using UM Indoor and Outdoor Digital Signage System, Rolling and Bus Stop Light Box

#### 1. 申請人資料 Requestor Information

申請人 Requestor			
部門/學院 Department/Faculty			
電話/內線 Tel./ Ext.		電郵 Email	

#### 2. 申請標牌資料 Information for Requested Sign (s)

地點 Location <sup>1</sup>	數位看板系統 Digital Signage System	室內編號 Indoor sign no.	
		室外編號 Outdoor sign no.	
	滾動式廣告燈箱 <sup>2</sup> Rolling Light Box	標牌編號 Sign no.	
		附加資料 Additional Information	
	巴士站廣告燈箱 <sup>3</sup> Bus Stop Light Box	標牌編號 Sign no.	
		附加資料 Additional Information	
使用日期 Duration (dd/mm/yyyy)	由 From _____ 至 To _____		
理由 Purpose			

1) 請參閱附件一澳門大學戶外 LCD 數位看板、滾動式及巴士站燈箱位置圖

Please refer to Appendix I for the locations of UM LCD Digital Signage System, Rolling & Bus Stop Light Box 2 & 3) 燈箱申請之批核和使用期限視海報內容和性質而定

The approval and duration of the light box application is depends on the poster contents and nature

申請部門主管同意 Endorsed by		日期 Date	
	學院/部門主管/授權人 Head of Academic Unit/Dept./Delegate		

填妥申請表格後，請連同海報設計相關檔案，以電郵傳送至 [css.signage@um.edu.mo](mailto:css.signage@um.edu.mo) 及 [css.venue\\_support@um.edu.mo](mailto:css.venue_support@um.edu.mo)

Please submit the application form together with poster design content to [css.signage@um.edu.mo](mailto:css.signage@um.edu.mo) and [css.venue\\_support@um.edu.mo](mailto:css.venue_support@um.edu.mo) after the form is completed

#### 校園服務處專用 For Campus Services Section Only

校園服務處意見: CSS Comment:
<input type="checkbox"/> 批准 Approve <input type="checkbox"/> 不批准 Disapprove, 原因 Reason: _____
_____ 校園服務處處長/授權人 Head of CSS / Delegate 日期 Date:



申請使用滾動式或巴士站廣告燈箱注意事項 Points to note for using Rolling or Bus Stop Light Box

1. 所有滾動式或巴士站廣告燈箱申請須於十五個工作日前申請，即時申請將不被接納。由提交使用申請表之申請日起計算，若有關部門/學院未能於兩個工作天內提交所需文件，且沒有合理原因，有關申請本處將不作處理；  
All applications for Rolling or Bus Stop Light Box should be submitted at least **fifteen working days in advance**, immediate application will not be entertained. All required supporting documents/materials for Rolling or Bus Stop Light Box application should be sent to Facility Management and Maintenance Section **within 2 working days** after raising request. Late submission without justified reason will not be entertained
2. 校方活動有選擇地點的優先權，如遇此情況，校園服務處有權將原懸掛於廣告箱內之海報移至其他合適地點懸掛；  
Campus-wide activities are given the first priority. Accordingly, Campus Services Section reserves the rights to relocate posters of a different nature to make way for the said materials;
3. 校園服務處有權拆除任何未經申請而自行懸掛之海報或物品，且不作另行通知；  
Posters/Materials hoisted in the Rolling or Bus Stop Light Box without permission from Campus Services Section will be removed without prior notice;

申請使用數位看板系統注意事項 Points to note for using Digital Signage System

1. 所有數位看板系統申請須於十個工作日前提交，即時申請將不被接納。播放內容定於每週最後一個工作日更新，如遇節假日等則向後順延；任何內容更新須於播放內容更新前一天的中午十二時前提交，隨後收到的內容將於下次更新時變更；  
All applications for Digital Signage System should be submitted at least **ten working days in advance**, immediate application will not be entertained. The contents for next week or after will be updated on the last working day of every week, and will be postponed to the next working day when holidays; for content update should be received before 12:00 nm of the day1 day prior to signage updated, otherwise, the updated content will be shown on the next signage update;
2. 如每次申請的播放內容超過 8 張圖片，相關申請須修改圖片的數量或播放時間，否則，相關申請將不獲接納；  
If application submitted more than 8 pictures, it must be revised the quantities or play duration, otherwise the application will not be entertained;
3. 所有數位看板系統播放時間為每天 07:00 至 23:00；  
All digital signage works from 07:00 to 23:00；
4. 室內數位看板系統沒有聲音輸出；  
室外數位看板系統播放影片時可輸出聲音；  
Indoor digital signage system has NO sound output;  
Outdoor digital signage system may have sound output for video only;
5. 內容格式須求如下：  
圖片：JPEG 格式，解析度為 1080 x 1312，每個活動不多於 8 張且每張圖片容量不大於 5 MB，每張圖片播放時間最長為 7 秒；  
Contents requirement as below:  
Picture: JPEG format; resolution 1080 x 1312, no more than 8 pictures and less than 5 MB for each picture; the duration of each picture is 7 second maximum.  
影片：MPEG-4 或 H.264 格式，解析度為 1080 x 608，每個活動不多於 1 段影片且容量不大於 500 MB，播放時間最長為 60 秒；  
Contents requirement as below:  
Video: MPEG-4 or H.264 format; resolution is 1080 x 608, no more than 1 video and less than 500 MB; the duration is 60 second maximum.



其他注意事項 Other Points to note

1. 使用室內外滾動式、巴士站廣告燈箱及數位看板系統前，必須得到校園服務處回覆作實，方才有效；  
Requestor(s) should obtain approval confirmation from Campus Services Section before using the Indoor & Outdoor, Bus Stop Rolling Light Box and Digital Signage System;
2. 校園服務處將於三個工作日內回覆確認收到有關部門/學院之申請；  
Campus Services Section will send acknowledgement of application to relevant department/faculty **within 3 working days**;
3. 數位看板系統每次申請起訖時間以一個星期為上限，期滿後須以電郵申請續期；  
The hoisting period for digital signage system must not be more than **ONE week**. Should it require an extended period of time, requestor(s) must email us for the extension;
4. 滾動式及巴士站廣告燈箱使用期限將會按海報內容而定；  
The hoisting period for rolling and bus stop light box will be determined according to the poster content;
5. 校園服務處將於到期日一星期內拆除海報、物品或相片海報；  
Campus Services Section will remove the posters, materials hoisted in the Indoor & Outdoor Rolling, Bus Stop Light Box and Digital Signage System **within one week after the expiration day**;
6. 如欲懸掛之相片海報內容不屬於部門/學院活動公告、校園活動，或與提升大學形象沒有任何關聯，則是次申請將不獲受理；  
Poster contents other than department/faculty events, or campus-related activities which meet university-level and promoting university image will not be considered;
7. 所有新申請將由傳訊部審核及校園服務處批准，而續期申請由校園服務處批准；  
All new applications and poster contents will be reviewed by Communications Office and approved by Campus Services Section; extension requests will be approved by Campus Services Section;
8. 禁止涉及猥褻、暴力及色情等內容、所有由內容引起的問題均由申請人自行負責；  
Obscene, violence and pornography, etc. are prohibited, requestor(s) should bear any issue caused by the poster content;
9. 申請人同意提交的內容不侵犯第三方的版權、商標、商業機密、隱私或肖像權或知識產權等。  
The submitter agrees not to submit content that violates any copyright, trademark, trade secret, privacy, or right of publicity of any third parties or other intellectual property etc.
10. 申請人同意提交的內容不含任何令人厭惡、不雅、不道德或非法的內容，或與種族、民族、宗教、性別、性取向、性別認同、殘疾或年齡相關等令人反感的題材或信息。  
The submitter agrees the submissions will not contain any disgusting, indecent, immoral or illegal content, or offensive material or message related to race, ethnicity, religion, gender, sexual orientation, gender identity, disability, or age.
11. 如對上述安排有任何垂詢，請致電校園服務處 88228440（滾動式及巴士站廣告燈箱）或 88228457（數位看板系統）。  
For inquiries, please contact Campus Services Section at 88228440 (for Rolling and Bus Stop Light Box) or 88228457 (for Digital Signage System).