

HXGV School Seminars Guideline

HXGV will host seminars of diverse topics throughout the school year to nurture a communication and learning environment among our students and parents. This document is intended to provide a general guidelines and recommendations for arranging seminars hosted at HXGV.

Application

A seminar proposal with the following details should be provided to seminar director at least two weeks prior to the requested seminar date, or earlier if possible, to allow time to secure a location and notify parents/students. The proposal submitted to HXGV should include:

- 1) Proposed date and time of seminar;
- 2) Speaker name(s) and affiliation;
- 3) Seminar title and outline;
- 4) A short biography of speaker;
- 5) Contact name, email, and phone number.

Eligibility

Speakers should have expertise in the area of proposed seminar topics. A medical degree is required for any health-related seminars.

To comply with HXGV's non-profit organization status, any proposed topics related to political campaigns, religious preaching, and direct product sales will be declined.

In determining the eligibility of the seminar, the seminar review committee will assess if the seminar is likely benefit our students and parents. This is determined from the combination of several factors including but not limited to:

- 1) Good impact on parents/students daily life;
- 2) Educational interests that relate to HXGV's mission;
- 3) Special perspectives, skills, or experiences that would help parents/students.

Approval Process

1. Submit request to review committee for review.
2. School seminar review committee, which is formed by Principal, Vice Principal(s), PC Chair, Vice PC Chair(s) and PC Seminar director, will read and evaluate all properly completed applications.
3. Final approval by Principal and PC Chair. If no agreement between Principal and PC chair, it will be submitted to board for final decision.
4. Seminar director informs the individual applicant.

5. If the presenter/speaker intends to include any commercial activities or contents in the seminar, a \$100 fee will be charged.

HXGV Statement

All seminar requests or applications will direct to hxgvnewsletter@gmail.com.

HXGV is not liable for any impact directly or indirectly caused by seminars.

HXGV reserves the right to 1) Charge fee from attendees to cover additional cost. 2) Modify the guidelines when necessary.