



**INVITATION FOR PROPOSAL OF  
2024/25 HONG KONG & SHENZHEN BI-CITY BIENNALE OF  
URBANISM\ARCHITECTURE  
2024/25 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 team ("the Applicant") to submit a proposal ("Proposal") by the way of an application for the 2024/25 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture ("the Project" and "UABB2024") and thereof participate as the Curator/Curatorial team ("Curator").

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## 1. AIMS & BACKGROUND

The Hong Kong Institute of Architects Biennale Foundation (“**HKIABF**”) as Organiser, with The Hong Kong Institute of Architects (“**HKIA**”), The Hong Kong Institute of Planners (“**HKIP**”) and Hong Kong Designers Association (“**HKDA**”) as Co-Organisers, are organising the 9<sup>th</sup> Hong Kong & Shenzhen Bi-City Biennale of urbanism\architecture, aiming 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 beyond;
- 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 Shenzhen Government organised the 1<sup>st</sup> 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, the first time of UABB, was held in the historical compound of the Central Police Station in Hong Kong.

In 2013, based on mutual agreement between Hong Kong and Shenzhen Co-organiser, the Project has been officially renamed as –

### **Bi-City Biennale of Urbanism\Architecture (Hong Kong) (UABB (HK))**

For more details, please refer to the **Appendix A**.

The Project will be overseen by the UABB2024 Steering Committee and Academic Committee, formed by members of HKIABF, HKIA, HKIP, HKDA and Shenzhen Biennale of Urbanism\Architecture Organizing Committee (Shenzhen counterparts), with details as follow -

**UABB2024 Steering Committee:**

Co-Chairpersons

Mr. Allen Poon (HKIABF Vice Chairperson & HKIA Hon. Treasurer)

Mr. Anthony Cheung (HKIABF Director)

Members

Ms. Julia Lau, *CStJ, JP* (HKIABF Chairperson & HKIA Vice President)

Ms. Amy Cheung (HKIP President)

Mr. Elden Chan (HKIP Council Member)

Professor Thomas Chung

Mr. Jay Leung (HKDA Executive Committee Member)

Mr. Bernard Lim, *BBS, JP*

Mr. Stanley Siu (HKIABF Director)

Advisors

Mr. Alvin Yip

Mr. Franklin Yu (HKIA Council Member, Board of Mainland Affairs Chairman)

## 2 BIENNALE THEME

2.1 In echo to the key focus of our Shenzhen counterparts and to encourage the participation of the interested professionals, the tentative theme / scope would be -

### ***Integrating Dual Cultural Landscape x A.I.***

*兩地多元文化建築融合 x 人工智能*

Elements of Sustainability, Green and Ecological Development of a City's Dual Carbon Goal and technology, for instance, should be covered.

For details about Shenzhen counterparts, please visit:

[https://mp.weixin.qq.com/s/VtOP7RI0\\_PxY3wEUTFdQww](https://mp.weixin.qq.com/s/VtOP7RI0_PxY3wEUTFdQww)

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 UABB2024 shall comprise of two exhibitions at multiple venues, one exhibition to be held in Hong Kong and the other one in Shenzhen. The Architecture Reading Month is to be held in Nov 2024 in Shenzhen as a pre-exhibition event to the UABB(HK).

2.9 The 2024/25 UABB(HK)'s co-organisers, collaborating and supporting organisations are as follow:-

#### **Organiser:**

The Hong Kong Institute of Architects Biennale Foundation Company Limited

#### **Co-organisers:**

The Hong Kong Institute of Architects

The Hong Kong Institute of Planners

Hong Kong Designers Association

**Supporting Organisations** (as at 12 June 2024):

1. Agriculture, Fisheries and Conservation Department, The Government of the HKSAR
2. Environmental Association Limited
3. Hong Kong Chu Hai College
4. The Hong Kong Institute of Landscape Architects
5. The Hong Kong Polytechnic University

### 3. BIENNALE VENUE AND PROGRAMME

3.1 The UABB2024 Exhibitions in Hong Kong and Shenzhen will be held tentatively from the fourth quarter of 2024 to the first quarter of 2025, subject to the confirmation.

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

| Activity  | Suggested Timeframe (tentative)   |
|---|---|
| <p><b>1<sup>st</sup> PHASE: Charting Period</b></p> <ul style="list-style-type: none"> <li>➤ Identify Site(s), Budget Planning, Fund Fundraising</li> <li>➤ Establishment of Steering Group amongst Hong Kong &amp; Shenzhen Co-organisers</li> <li>➤ Open Call for Curatorial Proposal</li> <li>➤ Briefing Session</li> <li>➤ Deadline for Proposal Submission</li> <li>➤ Interview with Candidates</li> <li>➤ Appointment of Curator</li> </ul> | <ul style="list-style-type: none"> <li>➤ Dec 2023 – Jun 2024</li> <li>➤ Apr 2024</li> <li>➤ 22 Jun – 22 Jul 2024</li> <li>➤ 2 Jul 2024 (Tue) at 19:00</li> <li>➤ 22 Jul 2024</li> <li>➤ 23-31 Jul 2024</li> <li>➤ Aug 2024</li> </ul> |
| <p><b>2<sup>nd</sup> PHASE: Action Period</b></p> <ul style="list-style-type: none"> <li>➤ Curator in Action and UABB2024 Steering Committee to oversee</li> <li>➤ Review and approve final Curatorial Proposal and exhibits by Steering Committee</li> <li>➤ Production</li> <li>➤ Architecture reading month in Shenzhen</li> <li>➤ Press Conference</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Aug 2024 – 2Q of 2025</li> <li>➤ Sep 2024</li> <li>➤ Sep – Dec 2024</li> <li>➤ Nov 2024</li> <li>➤ To be confirmed</li> </ul>  |
| <p><b>3<sup>rd</sup> PHASE: Exhibition Period (Hong Kong &amp; Shenzhen)</b></p> <ul style="list-style-type: none"> <li>➤ Official Opening Ceremony</li> <li>➤ Public Exhibition and Tour</li> <li>➤ Cultural and Educational Events</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Dec 2024 /Mar 2025 (TBC)</li> <li>➤ Ditto</li> <li>➤ Ditto</li> </ul>  |
| <p><b>4<sup>th</sup> PHASE: Project Wrap Up</b></p> <ul style="list-style-type: none"> <li>➤ Payment settlement and auditing</li> <li>➤ Project Archive Book</li> <li>➤ Completion Report</li> </ul>  | <ul style="list-style-type: none"> <li>➤ 1 month after exhibitions</li> <li>➤ Ditto</li> <li>➤ Ditto</li> </ul>   |

3.3 Potential venues for the Hong Kong Exhibition include: –

- K11 MUSEA or North Point Ferry Pier (about 10,000 sq. ft),
- Hysan Place (about 1,000 sq. ft),
- Central Market (about 2,000 sq. ft),
- villages and/or islands in New Territories (Ap Chau, Kat O, Lai Chi Wo and Sha Tau Kok for example, subject to the confirmation).

Shenzhen Biennale of Urbanism\Architecture Organizing Committee has selected a venue at a prime location of Futian (Hong Kong Science Park Shenzhen Branch, 32 Shihua Road, Futian, District, Shenzhen, about 7,000 sq. ft), 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, planners, 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).
- 3.5 Grand Opening: Estimated number of guests and participants around 100-150 (subject to venue availability and arrangement of the exhibitor groups,). A live feed video 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: 100-150 (subject to venue availability and arrangement of the exhibitor groups,).
- 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 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. Overseas professionals related to architecture and urban planning are welcome. For Applicant on group basis, at least half of the core members in the Curatorial Team must hold full Membership / Fellow of HKIA, HKIP, HKDA. The team head shall be HKIA Full Member / Fellow (please specify in the submission).
- 4.3. The group should designate one of the core members to be responsible to the Organiser, Co-organisers and Steering Committee 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 Organiser, Co-organisers and Steering Committee 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.
- 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 50% of the Exhibitors must hold full membership / fellowship of HKIA, HKIP or HKDA. (please specify in the submission)
- 4.8. Any individual, group or registered organisation is allowed to participate in maximum TWO Proposals for this Invitation.



## **5. RESPONSIBILITIES OF THE CURATOR**

5.1 The Curator/Curatorial Team shall report to the Organiser, Co-organisers and Steering Committee regularly as instructed by the Organiser, Co-organisers and Steering Committee.

5.2 The Curator/Curatorial Team holds full responsibility for the overall completion of the Project according to the programme in the highest standard and control the project to be within budget. The major duties include the following 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;
- 5.2.1.3 Provide project management and exhibition design services for this project, including having their own accountant for handling bookkeeping, accounts and audit of this project;
- 5.2.1.4 Submit progress report in a timely manner;
- 5.2.1.5 Submit completion report and account summary of the project within one month upon closing of the exhibitions.

### **5.2.2 Exhibition & Events**

- 5.2.2.1 Initiate, invite, coordinate and confirm list of exhibition items and works ("Exhibits");
- 5.2.2.2 Source, inspect and prepare venues for the setup of Exhibits;
- 5.2.2.3 Carry out a condition survey of the site at handover and submit it to the Steering Committee within 10 days. For any damaged areas or items, the Curator/Curatorial Team shall keep written and photo records to illustrate the event happened in order to make claims from the insurance company and/or report to the police;
- 5.2.2.4 Set reasonable closed-circuit television (CCTV) locations at all exhibition venue(s), the content of which shall be accessible by mobile (mobile app).
- 5.2.2.5 Assist the setup and finish of all Exhibits with Exhibitors;
- 5.2.2.6 Manage and liaise with venue management for all services and provisions for the Exhibitions;
- 5.2.2.7 Assist the certification of public safety and arrange insurance for the Exhibitions. Valid insurance document shall be submitted to the Steering Committee;
- 5.2.2.8 Ensure exhibitors and production house have engaged all necessary professional services in order to comply with all relevant Hong Kong regulations and bylaws. This includes, for example, obtaining Authorized Person (AP) / Registered Structural Engineer (RSE) certifications, as well as making any other required statutory submissions related to venue and

- exhibits;
- 5.2.2.9 Prepare tender documents, apply permits, monitor construction and maintain the venue in good and safe conditions during the exhibition period.
  - 5.2.2.10 Monitor and maintain all Exhibits during the course of the Exhibition;
  - 5.2.2.11 Arrange transportation/ shipment and related logistics arrangement of Exhibits;
  - 5.2.2.12 Oversee dismantling for site clearance and comply with the requirement as set by site provider;
  - 5.2.2.13 Arrange guided tours, symposiums and/or other promotional, educational and cultural events for the Exhibition;
  - 5.2.2.14 Report to the Organiser and Steering Committee for non-compliance incidence as soon as possible and no later than 48 hours, if any;
  - 5.2.2.15 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;
  - 5.2.2.16 Organise an architecture reading-month event tentatively in Nov 2024 in Shenzhen as a pre-exhibition promotion to the UABB 2024.
  - 5.2.2.17 Manage exhibits engaged by the HKIABF and/or the Steering Committee;
  - 5.2.2.18 Incorporate the HKIABF's and/or the Steering Committee's comments in the exhibitions.

### **5.2.3 Publicity**

- 5.2.3.1 Incorporate and maintain HKIA and HKIABF branding in all exhibition promotional activities.
- 5.2.3.2 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 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 Prepare all press release and publicity text in Chinese (繁體及簡體) and English for the Exhibition;
- 5.2.3.5 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 Organiser and Steering Committee;
- 5.2.3.6 Prepare design of advertisements;
- 5.2.3.7 Prepare Opening Ceremony, symposiums, workshops, forum, performances, cultural and educational events, Closing Ceremony and any other co-related events;
- 5.2.3.8 Attend with all Exhibitors the opening ceremony of the Hong Kong Exhibition and related core events;
- 5.2.3.9 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 Work with the Organiser, Co-organisers and Steering Committee in the search and security of sponsorship. Prior approval from the Organiser and Steering Committee is required before acceptance of any external sponsorship in any format;
- 5.2.4.2 Explore and solicit possible sponsorship from external parties;
- 5.2.4.3 Make necessary presentations of the UABB2024 to sponsors and potential sponsors.
- 5.2.4.4 15% of the cash sponsorship solicited by the curators will be used to cover the administrative costs of The Hong Kong Institute of Architects Biennale Foundation.
- 5.2.4.5 Should Curator help the Organiser bring in cash sponsorship successfully, the Steering Committee would exercise its discretion to top up the Curator fee. For details, please refer to **6.1**.

## **5.2.5 Documentation**

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

## **5.2.6 Report and Evaluation**

- 5.2.6.1 Submit to the Organiser and Steering Committee interim progress reports during the course of Project. Confirmed list of Exhibitors, Exhibits and events shall be reviewed and approved by the Organiser and Co-organisers represented by the UABB2024 Steering Committee;
- 5.2.6.2 Assist the Organiser and Co-organisers if requested in arranging media, guests and critics to review the Biennale;
- 5.2.6.3 Submit to the Organiser and Steering Committee 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 Organiser and Steering Committee and to the satisfaction of Create Smart Initiative. The auditor shall be chosen from the list provided by the UABB2024 Steering Committee;  
  
If the reports (progress report, completion report and account summary) submitted by the curator to the Lead Sponsor is late, delayed or contains insufficient information, which adversely affects government funding to this or other projects, the HKIABF reserves the right to pursue claims.
- 5.2.6.4 Conduct a formal debriefing with the Organiser and Steering Committee following the completion of the Project. The debriefing shall include evaluation of the project including merits and shortcomings.

## 6. FEE AND BUDGET

6.1 A fee of **\*HK\$400,000** 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 Organiser 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.

*(\*Subject to the approved grant from Lead Sponsor)*

Suggested fee schedule is as below:-

| <b>Work stage</b>  | <b>Schedule</b> | <b>Percentage of Curator's fee</b> | <b>Cumulative total</b> |
|--|-----------------|------------------------------------|-------------------------|
| Upon appointment of Curator <i>(subject to the receipt of 1<sup>st</sup> instalment from Lead Sponsor, Create Hong Kong)</i> | Sep 2024        | 30%                                | HK\$120,000             |
| Opening  | Dec 2024        | 40%                                | HK\$160,000             |
| Project Completion and submission of report  | Mar 2025        | 20%                                | HK\$80,000              |
| Upon satisfaction on Completion and Audited reports by Lead Sponsor  | Aug 2025        | 10%                                | HK\$40,000              |
|  |                 | <b>TOTAL</b>                       | <b>HK\$400,000</b>      |

In the meantime, the Curator shall work with the Organiser 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 Organiser or respective sponsor.

Should Curator help the Organiser 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 Organiser' s approval:

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

15% of the cash sponsorship solicited by the curators will be used to cover the administrative costs of The Hong Kong Institute of Architects Biennale Foundation.

The top up payment will be paid after the completion of the project and upon the receipt of satisfaction on the completion report by Lead Sponsor.

- 6.2 Based on the approved budget from Lead Sponsor, the project expenses shall be reimbursed by the Organiser to the Curator or directly settled by the Organiser as appropriate. The Curator shall manage account of transactions and ensure the maximum budget must not be exceeded. Please refer to **Appendix B** for a budget for reference only.

The Organiser and Co-organisers are 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 Organiser and Co-organisers are recruiting the Curator. In case the Project cannot proceed as planned, the Organiser and Co-organisers are 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 shall 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 Organiser and Co-organisers welcome 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 Organiser and Steering Committee.

## 7. SUBMISSION OF PROPOSAL

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

| <u>ITEMS</u>  | <u>SUBMISSION FORMAT</u>     |
|---|------------------------------|
| 1 <b>Exhibition title and Curatorial statement</b>  | <b>1 x A4</b>                |
| 2 <b>Personal info/ Contact / Curriculum vitae of the Curator(s)</b>                        | <b>A4(s)</b>                 |
| 3 <b>List of proposed Exhibits<br/>(20 to 25 pieces of exhibits shall be within budget)</b> | <b>A4(s)</b>                 |
| 4 <b>Outline Budget</b>   | <b>A4(s)</b>                 |
| 5 <b>Programme and Exhibition content</b>   | <b>2 x A3 max.</b>           |
| 6 <b>Possible sponsorship / fundraising strategies / PR Strategies (Optional)</b>           | <b>A4(s)</b>                 |
| 7 <b>An USB flash drive saving all documents and images submitted</b>                       | <b>Word Document and PDF</b> |

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 Dec 2024. The Curator will be allowed to expand the list and/or minor adjust the list of Exhibitors after appointment. Such minor adjustment is subject to approval by the Organiser and Steering Committee. The Organiser's and Steering Committee's decision on the list of exhibits shall be final.

7.3 Proposal in sealed envelope marked "**2024/25 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture**" should reach the Organiser's premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong) on or before **22 July 2024 (Monday) at 12:00nn (Hong Kong Time)** ("Deadline"). Late submissions will NOT be considered.

- 7.4 A **Briefing Session** for potential applicants would be held by the Organiser and Co-organisers on **2 July 2024 (TUE) at 7:00pm** at HKIA Premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong). Please complete the registration form at <https://forms.gle/XWCURz5PjrSWiTqr7> on or before 2 July (TUE) at 2:00pm (Hong Kong Time). A confirmation email will be sent out by the day at 3:00pm (Hong Kong Time).
- 7.5 Shortlisted Applicants will be invited to do an **interview** between **24-31 July 2024** at HKIA Premises to further detail and clarify their Proposal.
- 7.6 The Co-organisers do not accept applications sent by fax or email.
- 7.7 The Co-organisers do 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 is applying for Creative Smart Initiative (CSI) Fund under HKSAR Government for this project and anticipates receiving 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 UABB 2024 Steering Committee on behalf of the Organiser and Co-organisers shall assess all Proposals submitted in due good order before the Deadline. The Organiser's 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 and institutional bodies in 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, UABB2024 Steering Committee reserves the right to set assessment criteria additional to those above which the Organiser and 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 Organiser has scheduled to announce the result of Applications in **early Aug 2024** upon completion of selection procedures; the Organiser 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 Organiser 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 Organiser 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 Organiser reserves the absolute right to reject and disqualify any Applicant if it thinks fit.
- 9.5 The Organiser reserves the absolute right to cancel the exhibition arrangement of any Applicant if it thinks fit.
- 9.6 The Organiser shall not be liable to compensate any rejected, disqualified or unsuccessful Applicant and any cancelled exhibition Proposal of the successful Applicant.
- 9.7 The Organiser 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 Organiser 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 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 Organiser 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 Organiser 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 Organiser in writing to ensure the accuracy of personal data held by the Organiser at all times. The Organiser may publish information concerning successful Project Applications in its Annual Report, Website, Newsletter and other publicity material; the Organiser may also use such information for its own research or policy development purposes. The Applicant shall allow the Organiser to publish and use such information and is required to notify the Organiser in writing when submitting the Application if the Applicant does not want to receive any publicity materials from the Organiser or related organisations.
- 10.4 To facilitate the assessment of Proposal, the Applicant shall allow the Organiser 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 Committee members, or consultants in the entire discretion of the Organiser. 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 Organiser 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 Organiser 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 Organiser 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 Organiser to violate any copyright law, the Applicant shall compensate the Organiser fully for any loss so caused.
- 11.5 The selected Applicant shall obtain prior consent from the Exhibitors and grant the Organiser a royalty free and irrevocable license exercisable at any time by the Organiser 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 Organiser or in non-commercial promotion activities.
- 11.6 The Organiser reserves the right to show excerpts from the Project (and the video documentation of the Project) at events organised by the Organiser for promotional purposes. The Organiser 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 Organiser.
- 11.7 The Organiser 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. HONG KONG LAW**

- 12.1 The Curator/Curatorial Team shall strictly observe and comply the laws in Hong Kong in UABB 2024, including but not limited to Hong Kong National Security Law.
- 12.2 The Curator/Curatorial Team shall NOT engage in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security.
- 12.3 The Curator/Curatorial Team and Exhibitors shall sign an agreement as required by Cultural and Creative Industries Development Agency (CCIDA), the Government of the HKSAR for compliance of Hong Kong National Security Law.

## **13. THE PREVENTION OF BRIBERY ORDINANCE**

- 13.1 The Hong Kong Institute of Architects Biennale Foundation is a “public body” under the Prevention of Bribery Ordinance Cap 201. All members and staff of The Hong Kong Institute of Architects Biennale Foundation must abide by the regulations related to the acceptance of advantages.
- 13.2 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.

## **14. 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.

## **15. ENQUIRIES**

- 15.1 The Applicant can regularly visit the HKIA website at [www.hkia.net](http://www.hkia.net) for updates and further announcement during the course of this Invitation.

For general administrative enquiries, please contact Ms. Coly Chan / Mr. Ken Tsang of HKIABF Secretariat  
Tel.: 2511 6323  
Email: [uabb2024@hkia.org.hk](mailto:uabb2024@hkia.org.hk)

- END -

### Background of the UABB(HK) Exhibitions

| Year | Date                 | Venue   | Theme  | Curator/Curatorial Team   | No. of Visitors |
|------|----------------------|---|--|---|-----------------|
| 2007 | 9/1/2008-15/3/2008   | Central Police Station  | City Re-fabrication                                  | Weijen Wang<br>Martin Fung<br>Thomas Chung<br>Grace Cheng<br>Stephen Chan                                 | 70,000          |
| 2009 | 4/12/2009-27/2/2010  | West Kowloon Waterfront Promenade   | City Mobilization: Bring Your Own Biennales          | Marisa Yiu<br>Alan Lo<br>Frank Yu<br>Eric Schuldenfrei  | 80,000          |
| 2011 | 15/2/2012-23/4/2012  | Hong Kong Heritage Discovery Centre, the Kowloon Park, with satellite venues in Wanchai Visual Archive and Central Oasis in Central   | Tri-ciprocal Cities: The Time, The Place, The People | Gene K King<br>Anderson Lee<br>Julia Lau<br>Tris Kee  | 150,000         |
| 2013 | 11/12/2013-23/2/2014 | Kwun Tong Ferry Pier and Fly the Flyover 01 at Energizing Kowloon East Office   | Beyond the Urban Edge: The Ideal City?               | Colin Fournier<br>Allen Poon<br>Chris Gee<br>Jo Lo<br>Joshua Lau<br>Juliana Kei<br>Tat Lam<br>Travis Bunt | 150,000         |
| 2015 | 11/12/2015-28/2/2016 | Hong Kong Heritage Discovery Centre and the Kowloon Park  | VISIONS 2050 – Lifestyle and the City                | Prof Christine Hawley<br>Sarah Lee<br>Roger Wu<br>Yutaka Yano<br>Paolo Zaide                              | 150,000         |
| 2017 | 12/12/2017-11/2/2018 | Art in MTR, Exit J, Central Station;<br>Z Gallery and 9/F Office Tower, Hysan Place;<br>H6 CONET; Central Market; Space under flyover in front of Harbour Building, 38 Pier Road, Central;<br>2 Harbour Road, Wan Chai;<br>G/F, 18 Fort Street, North Point | City Smarts: Density 2.0                             | Dr. Chan Lai Kiu<br>Jeffrey Wong<br>Tony Ip<br>Prof Fai Au<br>Allen Poon<br>Fanny Ang<br>Sunnie Lau       | 200,000         |

|      |                          |  |   |  |         |
|------|--------------------------|--|---|--|---------|
| 2019 | 19/12/2019-<br>15/3/2020 | The Mills  | 2x2: Imagine to<br>Innovate                           | Roger Wu<br>Sarah Mui<br>Alan Cheung   | 200,000 |
| 2022 | 27/8/2022-<br>26/11/2022 | Central Market, North Point<br>East Ferry Pier, Central<br>Pier No. 7, Stay Ferry Pier | SEEDS OF<br>RESILIENCE –<br>(DIS)COVERING<br>THE CITY | Fei Mui<br>Alfred Ho<br>Carla Lung<br>Carmen Liu<br>Erica Chui<br>Nicky Wong<br>Erica Chui | 185,000 |



**BUDGET FOR REFERENCE**

*(The budget below is for reference only.*

*Actual amount is subject to the approved budget from Lead Sponsor.)*

| <b>Cost Items</b>   | <b>(For Reference)<br/>Maximum Budget<br/>Allowed</b> |
|---|---|
| Venue setting, including venue construction setup and maintenance, security service, license and copyright applications, cleaning service, dismantling and waste disposal and insurance                               | HK\$1,790,000   |
| Venue rental  | HK\$500,000   |
| Exhibits, including all production and onsite installation costs<br>(the budget is based on 20-25 no. of exhibits.)   | HK\$2,500,000   |
| Opening and Closing events, refreshment   | HK\$293,000   |
| Forum/symposium/workshops/educational and cultural events:<br>Venue Decoration, AV Equipment, setting and symposium<br>Proceeding, translator & transcript  | HK\$175,000   |
| Publicity including PR consultant and event organiser, press conference, website, printed media, publication, graphic designer, promotional materials, photographer/video maker, advertisement, archive documentation | HK\$1,310,000   |
| 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\$100,000   |
| Transportation including temporary storage, local transportation, delegation/ meetings/ visits to Shenzhen, transportation/ disposal of Shenzhen exhibits   | HK\$220,000   |
| Architecture Reading Month  | HK\$545,000   |
| <b>Total</b>  | <b>HK\$7,433,000</b>                                  |