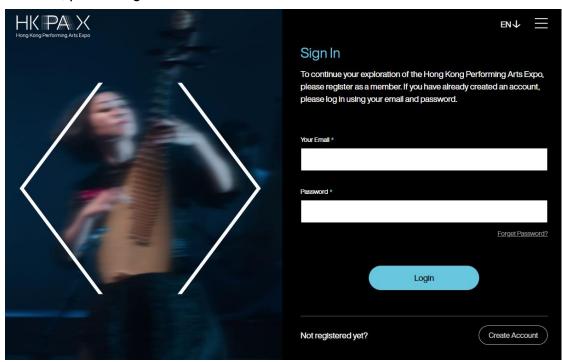
# **Hong Kong Performing Arts Expo 2026**

# Guideline for Submitting and Saving the Application (International Showcases & Pitching Works)

Please use your email address to register for an HKPAX account. If you already have an account, please sign in.



2 Select "Application" from the menu bar. You will be able to view the guidelines for "International Showcases" or "Pitching Works" by clicking the respective options.



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Read the application guideline and click "Apply" at the bottom of the page and begin filling 3 out the application form. Applicants can save their application as a draft and return later to complete it. Once an application is submitted, a confirmation email with the reference number will be sent to the email address associated with your HKPAX account. I. Eligibility II. Application III. Assessment IV. Venues V. Application Materials VI. FAQs Apply Complete the application form and click "Preview" at the bottom of the page to have final 4 review of the content before submission. You must enter the verification code to move to the preview page. Alternatively, you may click "Save Draft" to save your progress and return to complete the form later. **Declaration and Warranty** If you submit the application, you  $\prime$  your organisation has declared and warrant that all information given in this application is correct and will not be amended without the written approval of the HKPAX, and that you have agreed to oblige with all the conditions as set out in the guidelines above. Verification Code \* G HGXH

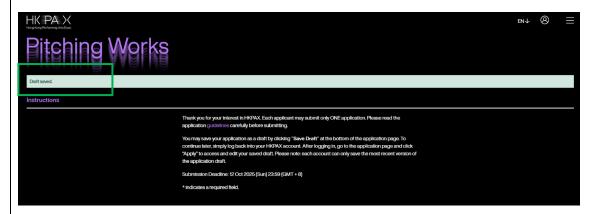
Preview

Save Draft

### Save Draft

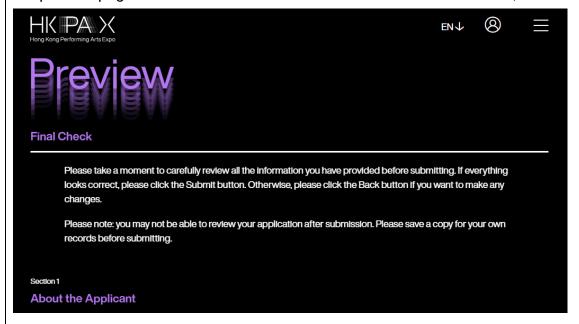
5

After clicking "Save Draft", a "**Draft saved**" message in a green box will appear at the top of the page. If the green box and the message do not appear, it means that the draft was not saved successfully. Please try clicking "Save Draft" button again.

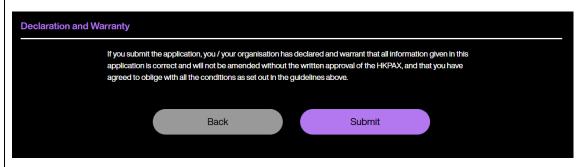


#### Submit

If you choose "Preview" and wish to submit your application, please review the content on the preview page to ensure all information is accurate. Once confirmed, click "Submit".

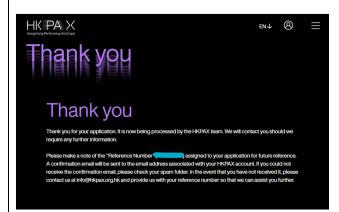


If you wish to revise any content, click "**Back**". Please note that after returning, you will need to re-upload the documents in Session 2, including the venue technical requirements form, promotional materials, and subtitle files (if applicable).



After submitting the application form, you will see the 'Thank you' page and receive a confirmation email with <u>reference number</u>.





Dear Applicant.

Thank you for your application. We have received it successfully and it is currently being processed by our team.

Please take note of this "Reference Number: " assigned specifically to your application. Kindly quote this number in any future correspondence regarding your submission.

If we require any additional information from you, we will communicate with you using the contact you provided in the application. If you have any questions, please feel free to reach out at info@hkpax.org.hk.

Thank you once again for your interest in the Hong Kong Performing Arts Expo International Showcases. We encourage you to stay tuned via our website <a href="www.hkpax.org.hk">www.hkpax.org.hk</a>, or <a href="subscribe">subscribe</a> to our newsletter and follow us on the <a href="social media">social media</a> platforms.

Best regards, HKPAX Team

# 7 How to continue your saved application draft?

#### Method 1:

You may log in and access your account dashboard by clicking the head icon in the upper right corner, then selecting the application you wish to continue.



## Method 2:

You can return to the "Application" page for <u>International Showcases</u> or <u>Pitching Works</u> and click 'Apply". The system will automatically display your saved data in the application form.

For enquiries, please email us at info@hkpax.org.hk