

HAF Project Hub Usage Policy

An accredited user (“User”) of the HAF Project Hub is able to access and manage information about his/her own project (“Project”) in the following manner:

1. All Users will create a User Profile upon registration at the HAF Project Hub. User Profile information will include the following items:

- User Name and Photo
- Company Name and Position
- Company Address
- Company Contact Info
- Company Profile
- User Description

2. User can appoint up to two (2) administrators (“User Admin(s)”) who will be granted HAF Project Hub access in order to add, edit, and/or delete Project information. All changes to Project information will be made at User Admin(s)’ discretion, and does not require prior approval from the Hong Kong - Asia Film Financing Forum.

3. Project information is consisted of items divided into two sections: General Information and Restricted Information.

The **General Information** section includes the fields for the following items:

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|----------------------------|--|
| Project Title | Synopsis |
| Language(s) | Production Company Profile |
| Genre(s) | Director’s Statement |
| Running Time and Format(s) | Director(s) Name(s) and Email(s) |
| Country of Origin | Director(s) Biography(ies) |
| Place of Production | Producer(s) Name(s) and Email(s) |
| Adapted Screenplay Title | Producer(s) Biography(ies) |
| Project Status | Scriptwriter Name and Email |
| Project Photo | Scriptwriter Biography |
| One sentence Synopsis | Other production personnel information |

The email(s) under **General Information** will not be published on the HAF Project Hub.

The **Restricted Information** section includes the fields for the following items:

Filmmaker Contact Information	Treatment
Production Budget (USD)	Full Script
Secured Budget (USD)	YouTube Video link
Financier(s) / Partner(s) Details and Amount (USD)	Tudou Video link
	Other Video / Info link

4. All changes to Project information will be published online on the HAF Project Hub. User Admin(s) will be able to view all updated Project information on the HAF Project Hub and have the ability to make corrections or further changes at any point.

5. All HAF Hub User Admin(s) have access to view the General Information section of all Projects contained in the HAF Project Hubs (“Hub Projects”).

6. HAF-accredited guests who access the HAF Project Hub will view General Information about all Hub Projects. Those interested in learning more about a Hub Project (e.g. budget, treatment, contact emails, etc.) could make an online request to view Restricted Information (“Info Request”). All Info Requests will be automatically sent to the User’s designated email address(es). When User Admin(s) receive Info Requests, they could view the requestor’s profile before choosing to accept or decline them.

7. The Hong Kong - Asia Film Financing Forum (HAF) is the top administrator for the HAF Project Hub, and has the right to manage all data on the HAF Project Hub. This includes, among others, the right to view, edit, make Info Requests, as well as to accept or decline Info Requests for all Hub Projects, without seeking prior permission from User or User Admin(s), at any time.