



### Application for Sponsorship for Attending Academic Meetings

I would like to apply for representation of the HKASLD and financial sponsorship, to enable me to attend the conference with details below.

#### Personal Particulars

Name \_\_\_\_\_  
Department and Hospital \_\_\_\_\_  
Office Address \_\_\_\_\_  
Office Telephone/Pager \_\_\_\_\_  
Number of Sponsorship received from HKASLD in the current year \_\_\_\_\_

#### Conference Details

Title of Conference/ Course \_\_\_\_\_  
Dates and venue location \_\_\_\_\_  
Estimated sponsorship amount: Airfare \_\_\_\_\_  
Registration fee \_\_\_\_\_  
Accommodation \_\_\_\_\_  
Travel insurance \_\_\_\_\_  
**Total Amount in HK\$** \_\_\_\_\_  
Role in the conference (\*delete as appropriate) \*Invited speaker / Official delegate / Invited chairman / Organizer / Abstract presenter / Audience  
Others (please specify) \_\_\_\_\_

I have read through the regulations and I agree to comply fully with the regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Guidelines for Application of Sponsorship for Academic Meetings by HKASLD

1. Applicants must be a member of HKASLD for **at least 1 year** from the date of sponsorship application.
2. Members have to submit application for sponsorship to the Hon. Secretary **at least 30 days** in advance of the Council Meeting. The application has to be approved in the forthcoming Council Meeting before it is considered to be valid (Council Meetings are held on the third Thursday in January, March, May, July, September and November).
3. The selection will depend on criteria including evidence of active participation (e.g. paper presentation, chairmanship, etc.), history of receiving any sponsorship from the Association in the past, length of membership and the relevance of the meeting to the Association's objectives.
4. The final decision will rest with the Council.
5. The maximum number of sponsorships for each member is 2 times in one calendar year.
6. The maximum amount of sponsorship for each meeting will be HKD45,000. This includes round-trip economy class air ticket (or half of the fare of a business class ticket or equivalent), travel insurance, meeting registration fee and hotel accommodation. Other expenses including taxi fare or meals will not be reimbursed. Members have to reimburse the sponsorship from the Association with the evidence of receipts of air ticket, registration and accommodation within 6 months after the meeting, or the sponsorship will be cancelled automatically.
7. Completed application form should be sent by email to [hkasld-org@outlook.com](mailto:hkasld-org@outlook.com) or by post to:

Dr Loey Mak  
Honorary Secretary of HKASLD  
c/o Ms Gladys Chu  
Talent Consultants  
22/F, 3 Lockhart Road  
Wanchai, Hong Kong