

**Application for Sponsorship for Academic Meetings by The Hong Kong
Association for the Study of Liver Diseases Limited (HKASLD)**

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

Fax

Number of Sponsorship
received from HKASLD
in the current year

Conference Details

Title of Conference/Course

.....

Dates and duration

Venue, City

Sponsorship amount airfare

(estimated) registration

 accommodation

Role in conference Invited speaker / Official delegate / Invited chairman /
Organizer / Abstract presenter / Audience*
Others (to specify)

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

Signature..... Date

* Delete whichever not applicable

Guidelines for Application of Sponsorship for Academic Meetings by HKASLD

1. Applicants must be member of HKASLD for at least 1 year.
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 meeting is held every 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 sponsorship for each member is 2 times in a calendar year.
6. A maximum limit of sponsorship for each meeting will be HKD 45,000. This includes a 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 or by post to:

Dr Loey Mak
Honorary Secretary of HKASLD
c/o Miss Christal Wong
Department of Medicine, HKU
Rm 419, Block K, Queen Mary Hospital
102 Pokfulam Road, Hong Kong