THE HONG KONG ASSOCIATION FOR THE STUDY OF LIVER DISEASES

Application for Sponsorship for Attending Academic Meeting

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 _____

For office use only

Application received on		Circulated on		Approved / Rejected

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 March, June, September and December).
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 attendance, 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 Michael Ko
   Honorary Secretary of HKASLD
   c/o Ms Gladys Chu
   Talent Consultants
   22/F, 3 Lockhart Road
   Wanchai, Hong Kong