



Hong Kong Society of Congenital & Structural Heart Disease

Form I: Application for Sponsorship for Conference Purpose

Please email or fax the form to the HKCASH:
Email: hkcash@link.com.hk or Fax No: 2570-4773

I. I would like to apply for sponsorship from the Hong Kong Society of Congenital & Structural Heart Disease to enable me to attend the conference with details as follows.

II. Personal Particulars

Name

Office Address

Office Telephone/Mobile

Fax

Email

Membership Status Honorary Fellow/ Member/ Associate Member*

No. of Previous Sponsorship from Current Year _____
HKCASH: Last Year _____

III. Conference Details

Title of Conference/Course

Duration with Dates

Arrival earlier than one day before and /or departure later than one day after the conference (please tick as appropriate)
No _____
Yes _____ Reason: _____
(* Sponsorship will usually not be granted unless there is a special reason AND prior approval is obtained.)

Venue, City, Country

Sponsorship Amount Requested (estimated)

Role in Conference Invited Speaker/ Official Delegate/ Invited Chairman/ Organizer/ Present Abstract/ Audience*
Other (to specify)

Reasons for Attendance

IV. I agree to submit a report on attendance of the Conference within one month from my return to Hong Kong.

Signature Date

* Delete whichever not applicable.



Hong Kong Society of Congenital & Structural Heart Disease

Form II: Report of Attendance of Conference

I. Personal Particulars

Name _____

Office Address _____

Office Telephone/ Mobile _____

Fax _____

Email _____

Membership Status _____ Honorary Fellow/ Member/ Associate Member*

II. Conference Details

Title of Conference/Course _____

Duration with Dates _____

Venue, City, Country _____

Organizer _____

No. of Delegates _____

III. Report of Professional Interest

(Please use additional sheet if required.)

IV. Request for reimbursement has been submitted/is attached herewith/will be submitted* to the Society.

Signature _____ Date _____

* Delete whichever not applicable.



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Form III: Request for Reimbursement of Expenses for Conference Purpose

I. I would like to request for reimbursement of expenses for the following conference which I attended under the sponsorship of the Hong Kong Society of Congenital & Structural Heart Disease.

II. Personal Particulars

Name

Office Address

Office Telephone/ Mobile

Fax

Email

III. Conference Details

Title of Conference/Course

Duration with Dates

Venue, City, Country

IV. Financial Statement

Item	Amount (HKD), please specify if not in HKD
1. Registration Fee	
2. Air ticket	
3. Hotel Accommodation	
4. Local Transportation	
Total	



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V. Bank Account Details

To facilitate the payment process, please provide below bank information for the payment.

Name of Bank	
Name of Account Holder	
Account No.	

VI. Report of the Conference for the Hong Kong Society of Congenital & Structural Heart Disease had been submitted/is attached* herewith.

VII. I confirm that all the above statements are correct to the best of my knowledge.

Signature Date

* Delete whichever not applicable.

N.B.: Reimbursement will not be considered unless satisfactory report is received by the Society.



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New Guidelines for Granting Sponsorship to Attend Meeting(s) (Revised on 5 Dec 2019)

Herewith the guidelines for granting sponsorship to attend meeting(s) with effect from 1 January 2018. The revised guidelines are listed as below:

I. Prerequisites

1. The Hong Kong Society of Congenital & Structural Heart Disease will consider sponsoring its members to attend meetings provided that:
 - a) Funding is available for such purpose; and
 - b) Approval of the sponsored Member's employer has been obtained, where necessary; and
 - c) The content of the meeting is relevant to the academic interest, or scientific value, or professional practice in cardiovascular medicine.
2. The eligible Members of the Hong Kong Society of Congenital & Structural Heart Disease include Honorary Fellow, Member, Associate Member, as defined in the Memorandum & Articles of Association as well as existing By-Laws of the Society.
3. The Society will only sponsor members to attend scientific and/or academic meetings organized by professional bodies or academic institutes. Programs organized solely by commercial undertakings will not be considered.
4. The Society will only sponsor its Members for the reasonable costs of the return air ticket, hotel accommodation, registration fee and local transportation at the destination city of the meeting. Meals will not be included.
The sponsored Member shall arrive at the city where the conference is held not earlier than one day before the conference and shall depart not later than one day after the conclusion of the conference unless justifiable reasons for extending the stay are provided to and approved by the Society. (Justifiable reasons include pre-conference/workshop with the same organizer of the conference, clinical trials investigator meeting etc.) The application for sponsorship should reach the Society at least one month before the start of the conference. In case of violation, reimbursement will only be granted for the items within approval, e.g. hotel accommodation within the approved period of travel and conference registration fee.
5. The Society will only sponsor its Members for the hotel accommodation for a maximum duration of one day before the conference to one day after the conclusion of the conference in the hosting city.
6. The sponsored Member shall make his/her own logistic arrangements and pre-pay the relevant expenses, including the conference registration fees. The sponsored Member shall also bear his/her travel insurance costs.
7. In principle, the Society will support its Members up to business class air ticket if funding is available.



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8. The Society will issue a sponsorship letter to the sponsored Member stating the maximum amount allowed under that sponsorship. The actual expenses, within the allowed maximum amount, will be reimbursed to the sponsored Member upon completion of the processing of the reimbursement request by the Society. (Please refer to Section III).
9. The application for sponsorship should reach the Society at least one month before the start of the conference.
10. The sponsored Member shall comply with any additional requirements or restrictions that may be imposed by the donor of the sponsorship fund.

II. Frequency of Sponsorship

For meetings held locally in Hong Kong

1. There is no restriction on the number of sponsorships granted to each individual member to attend local meetings in any capacity in each calendar year, regardless of whether the Society is wholly or partly, or not involved at all, in such meetings.

For meetings held outside Hong Kong

Meetings in which the Society is wholly or partly involved:

2. There is no restriction on the number of sponsorships granted to each Member to attend meetings held outside Hong Kong in any capacity in each calendar year.

Meetings in which the Society is not involved:

3. The maximum number of sponsorships granted to each Member to attend meeting outside Hong Kong as audience, in each calendar year, is two.
4. There is no restriction on the number of sponsorships granted to each Member in each calendar year to attend meetings outside Hong Kong in an active capacity such as organizer, faculty, chairman, panelist, speaker, or abstract presenter.

III. Reimbursement

1. Sponsored Members must fill in the Society's reimbursement form and attach all the receipts together with the attendance report (i.e. attendance certificate).
2. The Society will not reimburse the sponsored Member an amount which exceeds the committed sponsorship amount set out in the sponsorship letter from the Society.



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3. If, for any reason, the sponsored Member did not attend the meeting, the Society will not reimburse the sponsored Member for the meeting. (except in special cases, e.g. illness, with Society's approval).
4. Reimbursement will only be made in Hong Kong Dollars (HKD). Members should produce the relevant proof, e.g. credit card statement, of the equivalent HKD spent on the reimbursable items.
5. For expenses in foreign currency without relevant proof of equivalent HKD, e.g. cash expenses for local transportation in the destination city, the Society will refer to the rate recommended by Average Exchange Rates of Major Foreign Currencies provided by HK Inland Revenue Department http://www.ird.gov.hk/eng/tax/bus_aer18.htm or exchange rates of Monthly Statistical Bulletin of The Hong Kong Monetary Authority (HKMA) <http://www.hkma.gov.hk/eng/market-data-and-statistics/monthly-statistical-bulletin/table.shtm l#section6>.
6. The reimbursement request will be processed only after the Society has received the full financial support dedicated for the relevant meeting. It is expected that substantial period of time is required to process the reimbursement request (i.e. 6-9 months) upon receiving all relevant receipts and attendance report from the Member.

IV. Others

1. The decision of the Hong Kong Society of Congenital & Structural Heart Disease shall be final and conclusive.