



Hong Kong Society of Congenital & Structural Heart Disease

Form I: Application for Sponsorship for Conference Purpose

Please email the completed form to **HKCASH: hkcash@link.com.hk**

- 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.



Hong Kong Society of Congenital & Structural Heart Disease

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	



Hong Kong Society of Congenital & Structural Heart Disease

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.