



Conference Registration Form

**Early-Bird Registration Deadline:
 October 25, 2013**

To : Project & Event Department
 Hong Kong Institute of
 Human Resource Management (HKIHRM)

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 E-mail: project@hkihrm.org
 Website: http://www.hkihrm.org

Nov 26, 2013

CPD
 6 hours

Nov 27, 2013

CPD
 6 hours

PART I DELEGATE INFORMATION

Company: _____

Address: _____

Business Nature: Communications/Hi-Tech/IT Education/Academic/ Gov't Legal/Accounting/Banking/Finance/Insurance
 Conglomerate/Hotel/Logistics Funding Bodies/Associations Government Manufacturing/Clothing/Retailing/Production
 Construction/Property/Engineering HR/Mgmt/Training/Consultants Transportation/Public Utilities/Airline/Hospital
 Others: _____

Contact Person: _____ Position: _____

Tel: _____ Fax: _____ Email: _____

Delegate 1

Name: Dr/Mr/Mrs/Ms _____ (surname)
 _____ (first name)

Position: _____

Tel: _____

Email: _____

Membership: HKIHRM member (No: _____)*
 Non-member

Registration Type of Delegate 1

		HKIHRM Member	Non-member
<input type="checkbox"/> 2-day Full Programme	Early Bird	<input type="checkbox"/> HK\$6,500	<input type="checkbox"/> HK\$8,000
	Regular	<input type="checkbox"/> HK\$7,400	<input type="checkbox"/> HK\$8,850
<input type="checkbox"/> 1-day Programme	Early Bird	<input type="checkbox"/> HK\$3,500	<input type="checkbox"/> HK\$4,400
	Regular	<input type="checkbox"/> HK\$4,100	<input type="checkbox"/> HK\$5,000

Delegate 2

Name: Dr/Mr/Mrs/Ms _____ (surname)
 _____ (first name)

Position: _____

Tel: _____

Email: _____

Membership: HKIHRM member (No: _____)*
 Non-member

Registration Type of Delegate 2

		HKIHRM Member	Non-member
<input type="checkbox"/> 2-day Full Programme	Early Bird	<input type="checkbox"/> HK\$6,500	<input type="checkbox"/> HK\$8,000
	Regular	<input type="checkbox"/> HK\$7,400	<input type="checkbox"/> HK\$8,850
<input type="checkbox"/> 1-day Programme	Early Bird	<input type="checkbox"/> HK\$3,500	<input type="checkbox"/> HK\$4,400
	Regular	<input type="checkbox"/> HK\$4,100	<input type="checkbox"/> HK\$5,000

Delegate 3

Name: Dr/Mr/Mrs/Ms _____ (surname)
 _____ (first name)

Position: _____

Tel: _____

Email: _____

Membership: HKIHRM member (No: _____)*
 Non-member

Registration Type of Delegate 3

		HKIHRM Member	Non-member
<input type="checkbox"/> 2-day Full Programme	Early Bird	<input type="checkbox"/> HK\$6,500	<input type="checkbox"/> HK\$8,000
	Regular	<input type="checkbox"/> HK\$7,400	<input type="checkbox"/> HK\$8,850
<input type="checkbox"/> 1-day Programme	Early Bird	<input type="checkbox"/> HK\$3,500	<input type="checkbox"/> HK\$4,400
	Regular	<input type="checkbox"/> HK\$4,100	<input type="checkbox"/> HK\$5,000

PAYMENT SUMMARY

Early Bird - Register on or before Oct 25 and payment by Nov 1

Two-day Full Programme HK\$6,500 X _____ seat
 HK\$8,000 X _____ seat
 One-day Programme HK\$3,500 X _____ seat
 HK\$4,400 X _____ seat

Regular - Payment after Nov 1

Two-day Full Programme HK\$7,400 X _____ seat
 HK\$8,850 X _____ seat
 One-day Programme HK\$4,100 X _____ seat
 HK\$5,000 X _____ seat

Total Amount: HK\$ _____

* Please photocopy this registration form for use if there are more than 3 delegates registering at the same time.

* For enrolment under corporate membership, HKIHRM would (a) deem such enrolment authorised by the corresponding member and (b) request the delegate also a Fellow, Professional, Associate or Student member of our Institute to provide ALSO his / her membership number separately for CPD record.

Part II CONCURRENT ELECTIVE SESSION

Programme details will be available in October 2013. HKIHRM will contact delegates for the selection of concurrent elective sessions. For programme update, please visit www.hkihrm.org.

Registration Fee

Programme Package	HKIHRM Member		Non-member	
	Early-Bird	Payment after Nov 1	Early-Bird	Payment after Nov 1
Two-day Full Programme**	HK\$6,500	HK\$7,400	HK\$8,000	HK\$8,850
One-day Programme**	HK\$3,500	HK\$4,100	HK\$4,400	HK\$5,000

** Registration fee includes admission to the Conference and Exhibition, various Conference materials, luncheon and refreshments.

Early Bird Registration

- Conference seat will be reserved if registration form is received on or before **October 25, 2013**. Moreover, delegates will be given top priority in choosing concurrent elective sessions, AND
- Delegates will enjoy an **Early Bird Rate** only if **full payment is received on or before November 1, 2013**. Regular rate will be applied thereafter.

Important Note:

- **Registration Deadline: November 15, 2013**
- **Registration and selection of concurrent sessions will only be confirmed upon receipt of full payment.**

Plenary Sessions and Concurrent Elective Sessions

- The Two-day Full Programme includes the plenary sessions (containing Welcome and Opening Address, the CEO Plenary, the Guru Plenary, the Senior HR Forum) and other sessions open to all delegates, luncheons and a selection of four concurrent elective sessions.
- The One-day Programme includes the plenary sessions and other sessions open to all delegates of the selected day, luncheon and a selection of two concurrent elective sessions.

Terms and Conditions

Confirmation

- Registration form received will be acknowledged by email or telephone.
- Seat confirmation will only be secured upon receipt of full payment.
- In case of over-enrolment, priority will be given to those delegates who have paid the registration fee on a first-come first-served basis.
- To facilitate various arrangements, all selections of concurrent elective sessions must be confirmed by November 4, 2013.
- Confirmation of the concurrent elective session enrolment and name badge will be made to delegates in November.

Payment

- Full payment must be received before the Conference. HKIHRM reserves the rights to decline any unpaid parties in joining the Conference.
- Cheque, cash, AE card and telegraphic transfer will be accepted.
- Crossed Cheque should be made payable to **Hong Kong Institute of Human Resource Management Ltd**, and sent with a copy of the registration form to **Project Department**, Suite 1503, 15/F, 68 Yee Wo Street, Causeway Bay, Hong Kong.
- For payment from overseas via bank transfer, please instruct your bank to debit overseas bank charges (include those charged by any intermediary bank) to your account, rather than deducting from the amount of remittance.
 - For remittance from Thailand, please also include the government charges.
 - For remittance from China, please also include the charges by any intermediary bank.
 - In case of any overseas bank charges being deducted from the remittance, HKIHRM will liaise with you again to recover the shortfall.
- HKIHRM HK\$100 coupon cannot be used in this event.
- Receipt will only be issued upon request.

Cancellation Policy

- All cancellations must be given in writing (via fax or email) prior to the Conference.
- For cancellations on or before November 1, 2013, 50% of registration fees will be forfeited.
- **No refund** will be given for cancellations received after November 1, 2013 but substitutions will be accepted.
- For substitution, HKIHRM reserves the rights to charge the difference between member and non-member rate wherever applicable.

Name Badge and Entry Control

- The name badge will be the official pass to the Conference, the Exhibition and luncheons, and should be worn at all times. Delegates are reminded to bring back the badge when attending the Day 2 programme.
- Name badge is non-transferable. Should delegate be unable to attend the Conference, request of substitution is welcome but written notification is required by November 11, 2013.

Luncheon

- Luncheon is arranged at Renaissance Harbour View Hotel. In case of overwhelming, HKIHRM reserves the rights to allocate delegates to other luncheon venue.

Use of Information

- The information you provide to HKIHRM will be used for the purpose of administering enrolments and facilitating the execution of the programme. It may also be used for the promotion of other HKIHRM functions and publications at some later date. If you do not want to receive any promotion from HKIHRM, please put a in this box .

Change of Conference Information

- HKIHRM reserves the rights to change the programme details and delegates will be notified in the event of such changes. All matters and disputes are subject to the final decision of HKIHRM.