

Guideline for external sponsorship for conference attendances

- (1) The concerned external commercial company shall issue a sponsorship letter to OSHK expressing their will to support our member(s) to attend meetings/conferences/workshops/courses etc. The letter should specify as far as possible details of the breakdown of the sponsorship items.
 - a. The concerned company shall send a letter AND e-mail (with the soft copy of the sponsorship letter attached with the email) to the Honorary Secretary of OSHK at least 6 weeks before the starting date of the concerned conference.
- (2) Upon reception of the sponsorship letter (either as an email or by post), Hon Secretary would announce the sponsorship in the OSHK website.
 - a. Application of the concerned sponsorship starts on the date of announcement in the OSHK website and be posted for at least 5 days.
 - b. The deadline of application would be stated in the announcement in the OSHK website.
- (3) Only current active paid members of OSHK as at the date of sponsorship announcement are eligible for nomination application. It is the applicant's responsibility to ensure one's eligibility for application.
- (4) Eligible members cannot apply for sponsorships more than two times in a year.
- (5) OSHK reserves the full right to cancel the sponsorship nomination and shall not be responsible to any loss or liability as a result of such cancellation.
- (6) Interested members should send an e-mail to the Hon Secretary (info@fmshk.org) to express one's interest to be nominated to receive the sponsorship. The email should contain the following information:
 - a. Full English name of the applicant
 - b. Conference sponsorship applied (name, dates and venue of conference)
 - c. Contact phone number and e-mail.
 - d. Declaration to be a currently active paid member of the OSHK as at the date of sponsorship announcement.

- (7) After the application deadline,
- a.* If there is no application, the application/nomination will not proceed further and the concerned company will be notified by the Hon Secretary.
 - b.* If there is/are application(s),
 - i.* Hon Secretary will seek through email the approval from the Council for both the company sponsorship and the member application. The approval of at least 8 council members would be required as the formal approval by the Council.
 - ii.* The Hon Secretary will then issue a nomination letter on behalf of OSHK to the concerned company stating the name(s) of the nominated candidate(s).
 - c.* If there are more applications than the number of sponsorships, the Council reserves the right to nominate the appropriate member.
- (8) Hon Secretary will circulate every year the name(s) of sponsorships and the names of the nominated candidates to the Council for information.