

One page summary of sponsorship procedures of HKSCCM

- 1 **Written and signed** letter for sponsorship from external organization/ company have to be sent to HKSCCM Secretary by **hand or mail**. A notification E-mail from the external sponsor has to be sent to HKSCCM Secretary (Dr. Kenny Chan, kingbug@netvigator.com) **before** mailing of signed letter. Sponsorship letter has to reach the Secretary at least **10** working days before the upcoming selection committee meeting (the **3rd Tuesday** of each month).
- 2 If no E-mail reply from Secretary is received within 3 working days, please send the notification E-mail and sponsorship letter to backup HKSCCM council member. (Dr. KS Tang, kstanghk@gmail.com)
- 3 Call for application of sponsorship will be posted on HKSCCM website (www.hkscm.org) for a least **5** working days.
- 4 Handling fee for sponsorship:
 - 4.1 HKD **500** will be applicable for sponsorships of CME activities outside Hong Kong SAR.
 - 4.2 For CME activities in Hong Kong, a handling charge of HKD **100** will be charged.
 - 4.3 Please send crossed cheque for the application fee together with the application form. Unpaid application will be considered void.
 - 4.4 For applicants that are not selected, the cheque for handling charge will be returned.
- 5 Selection committee is formed by Chairman, Secretary, Treasurer and an elected Council member (Dr KI Law). A minimum of 2 members is required for the committee to convene.
- 6 Letter and E-mail will be sent to the successful applicant by the Secretary/ Treasurer/ elected Council member/ Chairman (according to this order in case someone is on leave)
- 7 Notification letter and E-mail will be sent to the external sponsor by the Secretary/ Treasurer/ elected Council member/ Chairman (according to this order in case someone is on leave)

Hong Kong Society of Critical Care Medicine

Flowchart of application for sponsorship to attend CME activities

