

# The Hong Kong Neurosurgical Society Limited

## Guidelines for processing donation/sponsorship in support of education events

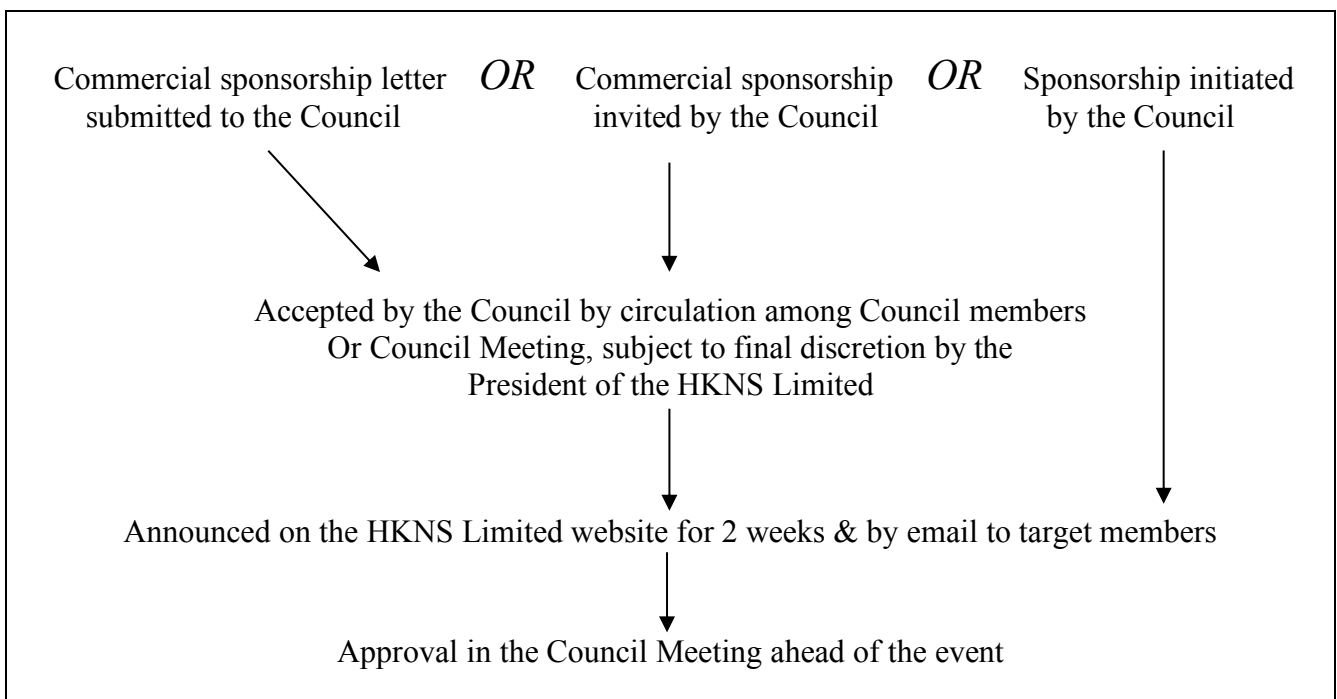
### 1. Preamble

The Hong Kong Neurosurgical Society Limited (“HKNS Limited”) would at times receive donations or sponsorships from commercial entities in support of education events. The HKNS Limited Council (the “Council”) is committed to process this form of financial support in an open, fair, accountable and efficient manner with a view to enhance memberships’ training opportunities. In addition, the Council when deemed appropriate would initiate sponsorship to members without direct commercial support from time to time.

### 2. Eligibility

Ordinary members, and for specific occasions affiliate members, of the HKNS Limited with duly paid annual membership fee are eligible.

### 3. Application



- a. Application will not be processed within 6 weeks before the intended education event commences;
- b. Applicant must apply in writing or by email to the Honorary Secretary before the deadline, stating clearly the applicant’s name, institution, year of training (if applicable), contact information and the name of the intended event;

- c. A breakdown of the estimated expenses to cover registration fee, flight tickets and/or accommodation must be provided;
- d. For members working in public hospital or university, support from the head of department or equivalent is required;
- e. A declaration of any other funding sources, and the absence of which, is mandatory;
- f. Retrospective application made after the event will not be accepted.

#### **4. Funding principles**

- a. Funding will be provided on a reimbursement basis. A 10% administrative cost will be deducted from the donated fund from commercial entities. The maximum reimbursable amount would therefore be 90% of the donated fund. If the whole package is organized by the company in a non-reimbursement way, then 10% of the total cost will be paid by the applicant (or by the commercial entities on behalf of the applicant) to the HKNS Limited within 2 months after the event. This 10% administrative charge does not apply to sponsorship initiated by the Council without direct commercial support;
- b. Applications would be reviewed by the Council, taking into account the applicants' experiences, needs and potentials for deriving maximal benefit from the training event;
- c. Successful applications will be informed in writing. The successful applicants are required to sign a document stating their acceptance to the offer and that they have read and agree to abide by this guideline;
- d. By accepting the fund, the individual agrees to comply with all relevant local laws, regulations and codes of conduct, including, without limitation, the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) and the Code of Conduct for the Guidance of Registered Medical Practitioners. The individual agrees also to comply with any disclosure requirements to any professional body, institution, or government agency that requires such disclosure;
- e. The Council reserves the right not to approve any or all applications which are deemed unsuitable or which have received alternative sources of funding;
- f. Reimbursement for transport fares would be limited to the cheapest airfare direct to and from the event held outside of Hong Kong (including airport taxes) or by another route if this is less than the cost of the cheapest direct flight, and public means of transport between home and the Hong Kong International Airport, and between the nearest international airport and the event venue;
- g. Funding recipients, who wish to stop over en route to a conference, or to use an indirect route, must provide to the Council an additional quotation from a travel agency for the cheapest direct airfare to the place of the conference. This will be used for the purpose of assessing the travel costs which may be set against the funding;
- h. Reimbursement for accommodation (and related tax) will be limited to a period beginning one day before the start of the event and ending one day after the end of the event. Meals, laundry and long distance telephone calls are not subject to reimbursement;
- i. For funding recipients who are subsequently unable to attend the event due to change of personal circumstances, reimbursement will be subject to the discretion of the Council. All future applications of this particular member will be deprioritized for 3 years since the date of this application.

## **5. Reimbursement procedure**

To obtain reimbursement, applicants must submit the following supporting documents to the Honorary Treasurer:

- a. Certificate of attendance;
- b. Official receipt for flight tickets or boarding passes;
- c. Official receipt with breakdown for hotel accommodation.

## **8. Enquiries**

These can be made to the Honorary Secretary: Dr Wong Sui To, via Ms Shirley Ma.

August 2018  
The Hong Kong Neurosurgical Society Limited Council