

Group Enrolment Form

(The form is applicable for physical conference registration)

Property and Facility Management Division Conference 2023 “Next Generation of Smart Property & Facility Management in Greater Bay Area”

Please complete and return this enrolment form via email: hkispfmd.conf2023@minerals.hk by 25 AUG,2023 (Friday).

Event Details:

Date: 22 September 2023 (Friday)
Time: 09:00 – 16:30
Venue: The Chiang Chen Studio Theatre, The Hong Kong Polytechnic University
Fee Package: *Early Bird**: HK\$950 (HKIS Member) / HK\$1,050 (Non-member) (**Registered before 31 July 2023*)
Regular : HK\$1,050 (HKIS member) / HK\$1,150 (Non-member)
CPD Hour (HKIS): 6 Hours

Enrolment will be accepted on a first-come, first-served basis.

A. Fee Package:	
Early Bird:	<input type="checkbox"/> HK\$950 (HKIS Member) X _____ person(s) = HK\$ _____ <input type="checkbox"/> HK\$1,050 (Non-Member) X _____ person(s) = HK\$ _____
Regular:	<input type="checkbox"/> HK\$1,050 (HKIS Member) X _____ person(s) = HK\$ _____ <input type="checkbox"/> HK\$1,150 (Non-Member) X _____ person(s) = HK\$ _____
Total Amount:	
HK\$ _____	
<p><i>*Please provide the participant list (Template Download) to our event secretariat by 8 September 2023 (Friday).</i></p> <p><i>*Please refer to the appendix for payment details.</i></p>	
B. Contact information:	
Name (Prof/ Dr/ Ir /Ar / Mr / Mrs / Ms): _____	Position: _____
Company: _____	Email: _____
Contact Tel No: _____	Mobile: _____
Signature: _____	Date: _____

For Enquiries:

Property and Facility Management Division Conference 2023 Event Secretariat Contact:
 Mr. Jason SZE / Ms. Jordan LEE
 Email: hkispfmd.conf2023@minerals.hk
 (D): 3500 9496 / 3500 7216

Remarks:

1. The conference will be held physically. Enrolment will be accepted on a first-come, first-served basis as seats are limited.
2. Registration fee will not be refunded in any circumstances. Replacement of seat is allowed. The updates shall be shared 2 days before the event.
3. Payment notices and reservation number will be sent to you by email once the enrolment form is accepted.
4. Participants list should be confirmed and provided at least **14 days** to the event secretariat before the commencement date of the activity unless otherwise stated.
5. For any enquiries, please do not hesitate to contact the event secretariat, Mr Jason SZE / Ms Jordan LEE at Tel: +3500 9496 / 3500 7216 or Email: hkispfmd.conf2023@minerals.hk

Appendix - Payment Method

Property and Facility Management Division Conference 2023 **“Next Generation of Smart Property & Facility Management in Greater Bay Area”**

1. By Cheque

- Please prepared a **crossed** cheque payable to “**Surveyors Services Limited**”
- Mail the hardcopy of this reply slip along with the crossed cheque to the address below:

Attn: Ms Connie Kwong
Event Secretariat (Minerals Creations & Communications Ltd.):
3G, Wah Hing Industrial Mansions,
36 Tai Yau Street, San Po Kong, Kowloon, Hong Kong

2. By Bank Transfer

Bank: HSBC **Bank Code:** 004 **Bank Account No:** 600-629208-001
Bank Account Name: Surveyors Services Limited

For record, please send the bank-in slip via email to: hkispfmd.conf2023@minerals.hk

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Email: hkispfmd.conf2023@minerals.hk
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