

# New Procedures for Application for Sponsorship to Attend Conferences / Meetings

Hong Kong Society of Nephrology

December 2017

Nomination procedures for offering sponsorship to members to attend conferences/meetings:

1. Conferences/Meetings will be posted up to the HKSN web site for open applications.
2. The member submits application to HKSN for sponsorship to attend conference/meeting.
3. The Council nominates the member to attend the conference/meeting after going through the selection criteria (see Appendix).
4. After nomination, the Council will issue an approval letter to the member for sponsorship to attend the conference/meeting. In the letter, the Society will provide the link for the Hospital Authority Key Principles, Consideration and Process on Acceptance of Sponsorship [http://www.ha.org.hk/haho/ho/hrd/key\\_letter\\_Eng1.pdf](http://www.ha.org.hk/haho/ho/hrd/key_letter_Eng1.pdf) for the member's reference.
5. HKSN will fill up the "Reply Slip" for information on whether the sponsorship is funded by any commercial company (the ultimate funding source) and send to the member for submission to their Human Resource Department.
6. The member who has received the sponsorship should observe the de-linking principle as advised by his/her Human Resource Department.

## Appendix

### Selection criteria to attend conference/meeting:

1. The applicant must be a paid up full member of HKSN.
2. The conference/meeting must be related to the nephrology.
3. The conference/meeting should be educational and deliver advance ideas, technology and practice in nephrology.
4. The number of sponsorship granted should be no more than 3 times per calendar year.
5. Applicant with active participation e.g. speaker, chairman, oral or poster presentation in the conference/meeting will have priority for selection over those with passive participation.
6. Applicant who has less sponsorship granted in the calendar year will have priority for selection.

# Application Form

## Hong Kong Society of Nephrology

### Application for sponsorship to attend conferences/meetings

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Unit and Institution: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Status of the applicant: \*Nephrology trainee / Fellow / Others \_\_\_\_\_

Full member of HKS: \*Yes / No

Conference/meeting to attend: \_\_\_\_\_

Date and place of the conference/meeting: \_\_\_\_\_

#### Participation:

- Active:     Speaker     Chairman     Oral presentation  
                   Poster presentation
- Passive

Number of sponsorship received from HKS in the current calendar year: \_\_\_\_\_

Note: Applications will be reviewed by the HKS Council for nomination of members to attend the conference/meeting and the Council's decision is final.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Delete as appropriate*

- Only conferences/meetings put up in the HKSN website for application will be considered
- Deadline for application is 28 days before the commencement date of the meeting