



The Hong Kong College of Orthopaedic Surgeons 香港骨科醫學院

THE HONG KONG COLLEGE OF ORTHOPAEDIC SURGEONS

Guidelines on

Sponsorship of Food and Beverage for Saturday Inter-hospital Meeting

Introduction

Saturday inter-hospital meeting is a weekly academic meeting among the orthopaedic fraternity in Hong Kong. It provides a platform for the local orthopaedic surgeons to meet each other in a regular basis. Light breakfast is served before the academic meeting to facilitate communication among colleagues from different hospitals. During the meeting, clinical cases of educational value are presented, literature reviews are delivered and fruitful discussions are generated.

The College Council recognizes the importance of Saturday inter-hospital meeting as a mean of social gathering and academic sharing among the local orthopaedic society. To encourage participation of fellows and trainees, the College Council decides to provide sponsorship to the hosting unit to support the expenditure of food and beverage for the breakfast in an on-request basis.

Guidelines

1. The eligible applicant of the sponsorship is a member of HKCOS for the Saturday inter-hospital meeting as listed in the 6-monthly "Schedule of Saturday Inter-hospital meeting" prepared by HKCOS. These include representatives of the orthopaedic departments of HA hospitals, the subspecialty chapters of HKOA as well as HKCOS.
2. No double sponsorship is allowed for the same session of the event.
3. The host chairperson or organizer is recommended to submit an application for the financial sponsorship **one week** prior to the date of the Saturday Inter-hospital Meeting and send to the Education Committee (c/o Secretariat) through email (hkcoss@hkcoss.org.hk)
4. Provision of maximum HK\$2,500 for sponsorship of each meeting shall be applied.
5. The application will be acknowledged by the Secretariat on behalf of the Education Committee.
6. Once confirmed, the sponsorship by the College should be indicated on the poster or relevant materials for information.
7. The host chairperson or organizer should be responsible for catering order and payment in advance.
8. Receipted claims should be submitted by filling in the College's reimbursement form and be supported by the original receipt to the Education Committee (c/o Secretariat), within four weeks after the corresponding Saturday Inter-hospital meeting.
9. Payment will be made if the documents are vetted satisfactorily.

Revised April 2024, endorsed by Council 8 April 2024

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THE HONG KONG COLLEGE OF ORTHOPAEDIC SURGEONS

APPLICATION FORM FOR SPONSORSHIP OF FOOD AND BEVERAGES FOR SATURDAY INTER-HOSPITAL MEETING

To: HKCOS Education Committee c/o College Secretariat
(By fax: 2873 4077 or By email: hkcoss@hkcoss.org.hk)

PART A – Information of Saturday Inter-hospital Meeting

(To be completed and submitted by the applicant)

Date		Applicant Name and Signature (must be a member of HKCOS)	
Venue			
Host		Contact Email / Fax No.	
Name of Host Chairperson		Application Date	

PART B – Acknowledgement (To be completed by the College)

For College Use Only Our Ref.	
Checked by	
Authorised Signature and College Chop	

To: Applicant

This is to acknowledge receipt of your application for the sponsorship of Food and Beverage for the above Saturday Inter-hospital Meeting and it is **ACCEPTED**.

Notes:

1. Provision of maximum HK\$2,500 for sponsorship of each meeting shall be applied. NO double sponsorship is allowed for the same session of the event.
2. "Breakfast sponsored by HKCOS" should be indicated on the poster or relevant materials for information.
3. The applicant should be a member of HKCOS and responsible for catering order and payment in advance.
4. Receipted claims should be submitted by filling in the College's reimbursement form (i.e. Part C) and be supported by the original receipt to the Education Committee (c/o Secretariat) within four weeks after the corresponding Saturday Inter-hospital meeting.
5. Payment will be made if the documents are vetted satisfactorily.

We regret to inform you that your application for the sponsorship of Food and Beverage for the above Saturday Inter-hospital Meeting is **NOT ACCEPTED**.

PART C – Reimbursement

(To be completed and returned to the College Secretariat with the original receipt within four weeks after the corresponding Saturday Inter-hospital meeting)

For College Use Only	
Received on	
Checked by	
Approved by	

Description		Total Amount Reimbursed	HK\$
Payee Name (as per Bank Account)		(in BLOCK letters)	

(Please indicate your choice of payment receiving below)

For bank transfer	
Beneficiary Account No.	
Beneficiary Bank Name	
For cheque payment	
Mailing Address	

Applicant Signature _____ Date _____

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