

Seminar/Workshop/Meeting Registration Form
研討會/工作坊/會議報名表格 ER01

Please read the notes before completing this form.

Please complete this form in BLOCK LETTERS.

請填寫本報名表格前細閱注意事項。請以正楷填寫本表格。

For Office Use Only 只供內部使用

Receipt No 收據編號: _____

Seminar/Workshop/Meeting Details 研討會/工作坊/會議資料

	Seminar/Workshop/Meeting Title 研討會 / 工作坊 / 會議名稱	Start Date 開始日期	Fee 費用
1.			
2.			
3.			

Participant Information 參加者資料

Title 稱謂 ☐ Mr 先生 ☐ Ms 女士 ☐ Others 其他 _____

Given Names 英文名字 _____ Family Name 英文姓氏 _____

Name in Chinese 中文姓名 _____ Contact No. 聯絡電話 (+) _____

Type of Identity Document 證件類別 ☐ H.K.I.D. 香港身分證 ☐ Mainland I.D. 內地居民身分證 ☐ Passport 護照

Identity Document Number 證件號碼 _____

(Participants may be required to present identity document for verification purpose.) (參加者可能需要出示身分證明文件用作核實身分。)

Place of Origin 原居地 _____ Weixin ID 微信號 _____ (if applicable) (如適用)

Email Address 電郵地址 _____ (Please verify your email address for Seminar/Workshop/Meeting confirmation)
 (請確保電郵正確, 用作研討會/工作坊/會議確認)

Correspondence Address 通訊地址 _____

 The Participant will attend the Seminar/Workshop/Meeting as a Non-local visitor. ☐ Yes 是 ☐ No 否

參加者將以非本地訪客身份出席研討會/工作坊/會議。

If "Yes", please refer to the "Notes to Non-local Visitors". 如“是”，請參閱「非本地訪客」須注意事項。

General Notes to Participants 一般注意事項

- Registration can be made in person at or by post to (specifying "Seminar/Workshop/Meeting Registration") any of the School's Enrolment Centres by completing this registration form and submitting it with the appropriate fee(s).
參加研討會/工作坊/會議，請填妥報名表格，連同所需費用，親往學院各報名中心或以郵遞方式（註明「參加研討會/工作坊/會議」）呈交。
- Fees can be paid by cash, EPS, VISA, Mastercard, WeChat Pay or Alipay. If fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
繳付費用可以現金、「易辦事」、VISA、Mastercard、微信支付（WeChat Pay）或支付寶（Alipay）。如以劃線支票或銀行本票付款，抬頭請書名「香港大學專業進修學院」。
- If you have paid your registration fee but do not hear from us before the Seminar/Workshop/Meeting starts, you may assume that your registration has been accepted and should attend the Seminar/Workshop/Meeting as scheduled.
如您已支付報名費用，可自行依照研討會/工作坊/會議所列的時間到有關地點出席研討會/工作坊/會議。除特殊情況外，學院將不作另行通知。
- If you are registering for more than one Seminar/Workshop/Meeting with HKU SPACE, please check to ensure that there are no scheduling conflicts before submitting your registration form.
如打算/已經在學院參加多於一個研討會/工作坊/會議或以上，請細閱各個研討會/工作坊/會議的時間地點，以免時間重疊。
- Fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. cancellation of Seminar/Workshop/Meeting due to insufficient registration). Fees will not be refunded if a participant is unable to attend the Seminar/Workshop/Meeting for personal reasons, including but not limited to unsuccessful visa application.
除特殊情況（例如研討會/工作坊/會議因報名人數不足而被取消）及法例規定外，一切已繳費用，概不退還。如參加者因個人原因未能出席研討會/工作坊/會議（包括但不限於簽證申請未獲批准），已繳費用亦概不退還。

Notes to Non-local Visitors 非本地訪客須注意事項

Generally speaking, non-local persons permitted to enter Hong Kong as visitors may participate in short term meetings, seminars and workshops conducted in a classroom setting which may comprise activities such as experience sharing or incidental hands-on demonstration, but does not constitute to practice as part of any employment.

As far as Mainland visitors are concerned, those in possession of an Exit-Entry Permit for Travelling to and from Hong Kong (EEP) with a “G” (Geren Luyou – Individual Visit), “T” (Tanqin – Visiting Relatives) or “S” (Shangwu – Business Visit) endorsement and visitors from Macao may also participate in short-term meetings, seminars and workshops as stated above.

A person permitted to enter Hong Kong as a visitor may not be a student at a school, university or other education institution.

一般而言，獲准以訪客身份進入香港的非本地人士可參加在課室進行的短期會議、研討會和工作坊，這些活動可包括經驗分享或有限度親身示範，但不涉及等同僱傭工作一部份的實習。

至於內地訪客，持有往來港澳通行證(EEP) 及個人旅遊(G)、探親(T)或商務訪問(S)簽註者，以及來自澳門的訪客也可參加上述性質的短期會議、研討會和工作坊。

獲准以訪客身份進入香港的人士，不得在學校、大學或其他教育機構就讀。

Statement on Collection of Personal Data 收集個人資料聲明

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.

申請人必須提供其個人資料及課程申請所需資料，否則本學院將不能有效處理其申請。

2. The personal data provided to the school in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.

在法律許可情況下，個人資料將會作入學申請、註冊、有關學術及行政通訊、校友事務及聯絡、研究、統計、市場分析及推廣（包括直接銷售）等用途。只有香港大學專業進修學院職員才能處理有關資料，但亦可能會轉移到為學院提供有關服務的委託人處理。

3. When the processing and consideration of all the applications for a particular event have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 5 then your contact details and opt-in consent would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.

完成活動報名程序後，申請人如不獲取錄，其個人資料將會被銷毀（如申請人於以下第 5 項表明願意接收學院的推廣訊息，申請人的聯絡資料及同意接收學院推廣訊息的記錄將保留作此等用途），獲取錄者的個人資料將會被留作記錄，只有香港大學專業進修學院職員或為學院提供有關服務的委託人才能處理有關檔案，而閣下提供的個人資料將絕對保密。報名付款時所收集的個人資料，則循法例規定留作相關用途，以及退款處理之用（如需要）。

4. The School will send urgent messages to participants via appropriate messaging systems and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the staff of the school for separate arrangements.

在緊急情況下，學院將向申請者發放短訊，或在有需要時附以其他方式，如電子郵件，以作通知。請準確填寫有關資料以便聯絡。如有任何更改，請儘快向學院提出更新。如閣下對接收電話短訊通知遇有困難，請聯絡本院職員，以便作適當安排。

Use of Personal Data related to Direct Marketing 個人資料用作直接銷售

5. From time to time, the School will send the latest updates and promotional materials to applicants and alumni on the availability of the programmes and courses. This will also include seminars and events, discounts and offers, clinics and other services and fund-raising initiatives. Occasionally information from our parent University and fellow HKU subsidiaries may also be sent. Various communication channels will be employed such as direct-mail, email, mobile phone and other forms of social media, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box. ☐

申請人提供的個人資料（包括姓名、聯絡方法及其他資料等）將用作與學院溝通渠道，學院將透過信件、電子郵件、流動電話和其他社交媒體等為申請人和校友送上學院的最新課程資料及推廣訊息，這些資訊亦將包括學院講座及活動、折扣優惠、診所服務及籌款活動等，當中亦可能包括香港大學或其附屬機構的不定期資訊。閣下可隨時以書面或電郵方式向學院申明是否願意繼續接收有關資訊。

如不欲收到任何透過上述渠道發出的資訊，包括折扣優惠，請在方格內填上剔號。☐

6. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access to information should be addressed to the Data Protection Officer, HKU SPACE (please quote “Data Access Request”). For general requests of personal data amendment, please fill out the “Application Form for Personal Data Amendment” and submit it to HKU SPACE.

根據個人資料（私隱）條例，申請人有權知悉學院有否保留其個人資料，同時亦可查閱、索取及更改其個人資料。申請人如欲查閱其個人資料，請填妥指定表格並交回本學院個人資料私隱主任（請註明“查閱資料要求”）。本學院將會酌情收取行政費用。如欲更改一般個人資料，請填妥「申請更改個人資料表格」並交回本學院。

7. For details on the School’s policy on personal data (privacy), please refer to the School Prospectus or Website

(<http://hkuspace.hku.hk/policy-statement/privacy-policy>).

如欲了解本學院私隱政策的詳情，請參閱本學院的課程手冊或網頁 (<http://hkuspace.hku.hk/cht/policy-statement/privacy-policy>)。

Survey 問卷調查

Which channel(s) do you usually receive information on continuing education? 你通常透過以下哪個渠道獲得有關持續教育的資訊？(You can choose MORE THAN ONE 可作多項選擇)

- | | |
|--|--|
| ☐ School website 學院網站 | ☐ Toutiao 今日頭條 |
| ☐ WeChat 微信 | ☐ Youdao 有道 |
| ☐ Douyin 抖音 | ☐ MaiMai 脈脈 |
| ☐ Baidu 百度 | ☐ 36Kr |
| ☐ Tencent Video 騰訊視頻 | ☐ From friends / relatives 親朋推介 |
| ☐ Weibo 微博 | ☐ Seminar / Exhibition 講座 / 展覽 |
| ☐ QQ | ☐ Others 其他 (Please specify 請列明: _____) |
| ☐ Xiaohongshu 小紅書 | |

What are your area(s) of interest? 你對以下哪些活動範疇感興趣？(You can choose MORE THAN ONE 可作多項選擇)

- | | |
|---|--|
| ☐ Accounting and Finance 會計及金融 | ☐ Healthcare, Sport and Wellness 健康護理、體育及健康 |
| ☐ Architecture, Environment and Housing 建築、房屋及建造環境 | ☐ Hospitality and Lifestyle 款客及精緻生活 |
| ☐ Arts, Design and Culture 藝術、設計及文化 | ☐ Languages 語言 |
| ☐ Aviation, Transport, Logistics & Supply Chain 航空、交通、物流及供應鏈 | ☐ Law 法律 |
| ☐ Business and Management 商業及管理 | ☐ Leadership Enhancement and Development 企業發展 |
| ☐ Chinese Medicine 中醫學 | ☐ Marketing 市場營銷學 |
| ☐ Computing and Data Science 電腦運算及數據科學 | ☐ Social Sciences 社會科學 |
| ☐ Engineering and Science 工程及科學 | |

Declaration 聲明

- I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete.
本人聲明本報名表所載一切資料，依本人所知均屬正確，並無遺漏。
- I consent that if registered, I will conform to the rules of the School.
本人同意如本人參加活動，當遵守學院的規例。
- I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).
本人已細閱、明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料（私隱）的守則。

Signature 簽署: _____

Date 日期: _____

HKU SPACE is a non-profit making University company limited by guarantee 香港大學專業進修學院乃非牟利擔保有限公司