

HONG KONG ACADEMY OF MEDICINE

Policy for Conference Booking / F&B Services (Other Organizations)

	<i>For general bookings</i>
1	<p>Bookings will be “pencil-marked” for other organizations, as long as the venue is not yet “confirmed” by others. Pencil-marked booking will be accepted for at most 30 days⁺ in advance.</p> <p><i>⁺For medical organizations, pencil-marked booking will be accepted for at most 6 months in advance. For government and statutory bodies, pencil-marked booking will be accepted for at most 1 year in advance.</i></p> <p><i>Between May and August in a year, pencil-marked booking from any organizations will be accepted for at most 6 months in advance.</i></p> <p><i>If the event is an international conference, the organization can apply for exemption of this rule. The House Committee will consider approval case by case.</i></p>
2	<p>When a venue is pencil-marked, the conference department would still entertain requests from Colleges/Fellows/organizations for pencil-marking the same venue for the same date, but they would be put on a waiting list in booking order. If there are more than one request received on the same day for pencil-marking the same venue for the same session/date, the conference department will decide the order on waiting list by drawing lots.</p>
3	<p>If organization is ready to confirm a booking, the conference department will ask booking Colleges/Fellows/organizations according to booking order. Those having made booking earlier will be given priority to secure booking; and Academy Colleges will have priority over other organizations. The organization, if on the top of the list, will be given 7 days to confirm in writing, subject to a payment of non-refundable deposit (40% of total rental).</p>
4	<p>All bookings must be confirmed at least 7 days before the event date, subject to a payment of non-refundable deposit (40% of total rental). The booking will be released for others if written confirmation is not received by the deadline.</p>
5	<p>Set-up and rehearsal time must be included in the booking. For rehearsals taking place in the session immediately before the event on the same day, no rental will be charged on condition that no technician is needed. For rehearsals taking place on days other than the day of event, or rehearsals needing technicians to stand by, full rentals will be charged</p>
6	<p>Orders for F&B must be confirmed at least 7 days before event date. Committed F&B order cannot be changed after confirmation. However, a 5% allowance on change (up or down) on committed order could be accepted at the discretion of the Academy.</p>
7	<p>Cancellation and change of booking after confirmation will be subject to the following penalties:-</p>

	<p>(a) 100% of total rental of booking should the booking be cancelled within 30 days prior to the event date;</p> <p>(b) 100% of total rental of booking and 100% of the payment for the ordered F&B should the booking be cancelled within 7 days prior to the event date;</p> <p>For activities that need to be cancelled due to Force Majeure events*, there will be no penalty for rental. The event can either be cancelled or be postponed to a date which must be within 90 days from the original event date subject to availability of venues. However, the ordered F&B will be charged at full even if the F&B are not cooked and consumed.</p> <p><i>*Force Majeure Events refer to events occurring in Hong Kong which are beyond a party's control and which by the exercise of due diligence of the relevant party could not be expected to have overcome: acts of God; fire; typhoon (signal No. 8 or above); black rainstorm; explosion of any kind; riot or civil commotion; terrorist attack or threats thereof; failure or neglect of any person supplying electricity, gas or water; strikes of workers or other labour disputes or difficulties or anything done or not done as a result; or any other extraordinary event not within the control of the relevant party.</i></p>
	<i>Overrun hours</i>
8	For events that finish after the rented session hours, the Organizer would be charged for overrun hours (pro-rata rental of venue at the standard session rates; there will be an additional surcharge of 10% on the overrun charges if the function overruns for more than 2 hours).
	<i>For renting computers</i>
9	<p>The following will apply for renting of computers:</p> <p>(a) "Clean" computers with only OS, MS Office and PDF Readers installed will be provided;</p> <p>(b) The Organizer has to install additional software they need to use and uninstall the software afterwards themselves;</p> <p>(c) If the Organizer requests the Academy to install additional software (freeware or other software possessed by the Academy) for them, service fee will be charged;</p> <p>(d) If additional software installed by the Organizer has not been uninstalled when the computer is returned to the Academy, the Academy will uninstall the software and charge the Organizer for the service.</p> <p>[Note: Service fee - \$150 per hour if a staff is need to help install/uninstall software or handle other work]</p>

Remarks:

The fees indicated in footnotes under individual sections above are prevailing rates, and will be changed from time to time.