

HONG KONG ACADEMY OF MEDICINE

Policy for Conference Booking / F&B Services (for Fellows)

	<i>Bookings</i>
1	Bookings will be “pencil-marked” for Fellows, as long as the venue is not yet “confirmed” by others. Pencil-marked booking will be accepted for at most 12 months in advance.
2	When a venue is pencil-marked, the event team 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 event team will decide the order on waiting list by drawing lots.
3	Bookings can be confirmed at most 30 days before the event date. Exception will be considered for following circumstances: a) If booking is for academic activities, it can be confirmed 90 days before the event date; b) If booking is for special events, it can be confirmed in advance as below: <ul style="list-style-type: none">• wedding of a Fellow or his/her children – 1 year before the event date;• birthday party of a Fellow, his/her spouse or children – 90 days before the event date.
4	If the Fellow making the booking is ready to confirm a booking (subject to (3) above), the event team 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 others. The Fellow, 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).
5	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.
6	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 A minimum of 4-hour setup time is required to change settings at the same venue for different activities. Request for change of settings in less than 4 hours will only be allowed subject to the availability of resources and extra fee for additional labour services will be quoted and applied. Such request is required to be made at least 14 days in advance of the event. A levy (50% of extra fee) will be charged if the request is

	cancelled with less than 14 days' notice.
7	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.
8	<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>
9	For venue bookings of RRS Hall at 1/F and the two lecture theatres at G/F, it is the standard provision that lighting, air-conditioning, on-site technical support will be available half an hour before the commencement time of the event. A service fee will be quoted and charged if the said provision is required to be available at a time earlier than the standard one.
	<i>Overrun hours</i>
10	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).