



Hong Kong Society of Endocrinology, Metabolism and Reproduction

TRAVEL AND CONFERENCE GRANT APPLICATION FORM

- Notes:
- (1) Applicant must be a **paid-up** member and have joined the Society for over 1 year.
 - (2) The maximum subsidy for individual application is HK\$5,000.
 - (3) The application will be reviewed by the Council of the Society. Please submit completed application form together with details of the conference, copy of your submitted abstract and letter of acceptance for the presentation.
 - (4) Completed application form and supporting documents should be submitted to:

***Dr. Paul CH Lee, Honorary Secretary, HKSEMR,
c/o RM305, 3/F, Professorial Block, Queen Mary Hospital, 102 Pokfulam Road, Hong Kong***

(Fax: 2816 2863; Email: hksemr@gmail.com).

Name of Applicant:
(in block letters)

Current Membership:

☐

Life

☐

Ordinary

☐

Associate

☐

Student

Correspondence Address:
(preferably office)

Telephone for Contact:

Home:

Office:

Email Address:

Name of Conference:

City/Country Where Held:

Dates of Attendance of the Conference:

Return Air-fare:

HK\$

Registration Fee:

HK\$

Have you applied for HKSEMR grant before?

☐

Yes, in

(mm/yy)

☐

No

Amount of grant applied: HK\$

List other source of subsidy sought and the amount given (if any):

Date:

Signed:

Endorsed by applicant's supervisor/head:

Signed:

Date:

(Name in Block letters)



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INFORMATION IN CONFERENCE GRANT

The HKSEMR is now able to award up to HK\$100,000 per annum for travel and expenses for members of the Society to attend conferences or training courses, or workshops. The maximum amount that can be awarded to any one applicant is HK\$5,000, and preference will be given to Society members in training and/or engaged in research. Preference will be given to members who do not have access to other sources of support and to individuals who are presenting a paper.

The Council will only consider applications made on the HKSEMR Travel and Conference Grant Application Form. Applicants should indicate clearly the estimated budget, what if any other sources of funding have been obtained, how the money will be spent, and include a copy of the Conference Programme, the abstract and the letter of acceptance. The latter can be provided after approval of award.

Those awarded the Travel and Conference Grant should submit to the Council evidence of attendance at the conference within one month of return.

- Notes:
- (1) The applicant **MUST** be a paid-up member of the HKSEMR for not less than one year.
 - (2) Application should be submitted, if possible, not less than three months before the proposed time of travel.
 - (3) The maximum amount awarded to any one applicant is HK\$5,000 per year and grant will not normally be awarded to the same applicant in two consecutive years.
 - (4) Applications will be reviewed by the Council of the Society, and the decision of the Council will be considered final.
 - (5) After the conclusion of the travel, the awardee **MUST** submit evidence of attendance at the conference.
 - (6) The award is given as a reimbursement after provision of all relevant **original receipts**.
 - (7) Applications will be considered quarterly on 30th March, 30th June, 30th September, and 30th December of each year.