



香港建築師學會
The Hong Kong Institute of Architects

05 August 2008

Our Ref : BIA/AnnualBallr08/RL/an/Let-TableSales

Dear Members,

Table Reservation & Sponsorship

Hong Kong Institute of Architects Annual Ball 2008

Theme – GREEN - Metropolis

I am pleased to present to you the theme of our Institute's Annual Ball 2008- GREEN - Metropolis.

The HKIA Annual Ball will be launched on 22 November 2008. This year, the Annual Ball will be a formal attire (Black & White Theme) event with a touch of GREEN.as a highlight for members.

We are honoured to have the Honourable Donald TSANG, JP, Chief Executive of the HKSAR Government as the Guest of Honour to present Dr. Cecil Chao Architectural Design Award at the Ball at 7:00pm. In addition, it will be a night to celebrate members' achievements, their contribution to the community and profession.

Please send in your reservation early in order to secure favorable tables. We look forward to seeing you and your esteemed guests at the Dinner.

Yours sincerely

Dr Ronald LU, *CHKIA*
President

Enclosed: **Appendix A** - Table Reservation Form
Appendix B – Types of Major Sponsorship
Appendix C1 - Advertisement Sponsorship
Appendix C2 – Gift/ Cash Sponsorship for lucky draw items



香港建築師學會

The Hong Kong Institute of Architects

Reservation of Tables/ Seats

Hong Kong Institute of Architects - Annual Ball 2008

- Date:** Saturday, 22 November 2008
- Time:** 6:00pm to 11:00pm
- Venue:** Grand Ballroom, Conrad Hotel, Pacific Place, Hong Kong.
- Guest of Honour:** The Honorable Donald TSANG., JP , Chief Executive of the HKSAR Government
- Reservation:** Completed reservation form together with cheque made payable to “**The Hong Kong Institute of Architects**”
- Table Allocation:**
 - Table will be allocated by the Organizing Committee on a first-come-first-served basis.
 - Priority will be given to reservations with payment.
- Others:**
 - Free Cocktails from 6:00pm to 7:00 pm
 - Chinese style dinner
 - Entertaining performance
 - Lucky Draws
- Dress Code:** Formal Attire (Black & White Theme)

Return To	: The Hong Kong Institute of Architects - Attn: Ms Alison NG/ Mable HUNG
Address	: 19/F One Hysan Avenue, Causeway Bay, HK
Contacts	: (Tel)2805 7293/ 2805 7297 (Fax) 2519 6011

RESERVATION			
I/We would like to reserve <u>Table(s)</u> of	Basic Booking HK\$	No.	SUB TOTAL
• Early Bird Special – Table of 12 seats (by 06 October 2008)	13,000		
Regular – Table of 12 seats	15,000		
Total			

PAYMENT (Note: Cancellation after 17 October 2008 will not be entitled to refund.)

Enclosed is a Cheque No. _____ of HK\$ _____ payable to “The Hong Kong Institute of Architects”

CONTACTS

I/we would like to name my/our Table as :

Company Name : _____

Contact Person : _____

Address : _____

Tel No. : _____ Fax No : _____

Email : _____ Signature _____

_____ /Chop _____