



THE HONG KONG INSTITUTE OF ARCHITECTS

POLICY FRAMEWORK

FOR

MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME

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I. PURPOSE

Continuing Professional Development, or “CPD”, is the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner’s working life.

The Policy Framework sets out the practice and requirements of the CPD programme of the Hong Kong Institute of Architects (“HKIA”).

In the process of formulating and reviewing the policy for mandatory CPD, the spirits of **self-discipline, trust, respect, and honesty** are the basic mindset and broad principles of the whole framework.

The Policy Framework was drafted by the Continuing Professional Development Committee under the direction of the Board of Educational Affairs and endorsed by the Council of HKIA for implementation.

It shall be reviewed and updated from time to time.

II. HISTORY OF CPD OF HKIA

In 1994, HKIA introduced CPD programme to members on a voluntary basis. CPD activities encompass a wide variety in nature and form. Members were encouraged to complete the **CPD Declaration** on or before 31 December every year for submission to the HKIA Secretariat to report the CPD hours accomplished. Members who have satisfactorily completed the minimum CPD hours required will be awarded a **CPD Certificate**.

Given the rapid development in the construction industry at this knowledge-based economy, it is a global recognition that mandatory participation in continuing professional development would help to ensure that construction professionals meet up-to-date requirements and catch up with the latest news, ideas and technological advancements through ongoing education and training.

Being the professional institution of leaders of the building profession, HKIA take initiative in the advancement of CPD for members and since 1 January 2003 CPD requirements have been made mandatory.

At the third Quarterly General Meeting held on 24 September 2009, resolution of amendments to the Rules of HKIA for reinforcement of the compliance of mandatory CPD requirements was adopted.

Starting from 2011 (i.e. with the submission of CPD Declaration Form for 2010), Fellows, Members, Non-Resident Members, Affiliates and Graduate Members are required to comply with the mandatory CPD requirements for renewal and reinstatement of HKIA membership.

III. BASIS FOR MANDATORY CPD

The Rules of HKIA state that:

Rule 22B

The Council may from time to time determine the Continuing Professional Development requirements which a Member¹, Non-Resident Member, Affiliate or Graduate Member may be required to fulfill. Any Member¹, Non-Resident Member, Affiliate or Graduate Member who fails to fulfill the requirements for Continuing Professional Development which the Council may from time to time determine as applicable to them, shall receive a reminder notice in the form of a letter sent to his address as last notified to the Registrar.

Rule 23B

Where any Member¹, Non-Resident Member, Affiliate or Graduate Member who fails to fulfill the requirements for Continuing Professional Development which the Council may from time to time determine as applicable to them, the Council may, after the issue of the reminder notice under Rule 22B, terminate his membership and the Council may cause his name to be published in the Newsletter or a circular of the Institute. The Council shall have power to reinstate any person in his former position as a Member¹, Non-Resident Member, Affiliate or Graduate Member, and in such case to require the fulfillment of the requirements for Continuing Professional Development in the 12 months preceding his membership reinstatement application.

¹ Members shall include Fellows in accordance with HKIA Rule 5B. (relocation, original location was under the IV)

IV. CPD REQUIREMENTS FOR MEMBERS

1. Minimum Annual CPD Credit Hours

For annual renewal of membership, a Fellow, Member, Non-Resident Member, Affiliate or Graduate Member is required to undertake a minimum of **25** credit hours of CPD activities from 1st October to 30th September, out of which a minimum of **3** credit hours shall be reserved for attending CPD events organised by HKIA, other tertiary institutes or professional institutes. New members admitted in the middle of the said period, are required to undertake a minimum number of hours proportionate to the period of membership up to 30th September since admission.

A member whose CPD pursuits exceed the annual minimum hours required may carry a maximum of **10** excess hours to the following year. Credit hours to be carried forward shall be valid for **1 year** only.

A member who has yet to satisfy the annual minimum hours required has to make up the outstanding hours in the following year. If the member fails to do so, the Council may terminate his/her membership according to Rule 23B.

For reinstatement of membership, a minimum of **25** credit hours of CPD activities must be undertaken in the **12 months** preceding application.

2. Exemptions

Upon application to HKIA, exemptions from certain CPD requirements may be granted to members only in special circumstances such as

lengthy absence from the profession due to health reasons.

3. Means to Achieve CPD Credit Hours

CPD credit hours can be earned through participating in CPD activities organised by HKIA or other recognised parties which include but are not limited to the various tertiary institutions, professional and allied institutions, government agencies and commercial course providers, or members' own CPD proposal.

HKIA allow members the freedom of choice to suit their own needs. However, active learning methods such as participating, presenting, contributing, writing and studying are encouraged over passive learning such as reading and listening.

The CPD Declaration Form in **Appendix A** lists the categories of activities recognized by HKIA.

Members are required to fill in Section F of the CPD Declaration Form to declare the completion of HKIA self-study Construction Industry Safety Training (CIST) course or other relevant programme regarding updates on occupational safety and health if they wish to apply for HKIA Membership Card cum Green Card.

4. Submission of CPD Declaration Form

Members shall complete the **CPD Declaration Form** online in the HKIA Member Area (please refer to Appendix A for the recognised categories) to report on their CPD activities undertaken during that year **up to 30th September of the year**.

The lack of credit hours granted by HKIA does not preclude an activity to be declared by a member. However, HKIA shall have the authority to decide whether it qualifies as legitimate CPD pursuit.

5. Substantiation of CPD Records

Selected members would be asked to substantiate their CPD undertakings declared in the CPD Declaration Form (Appendix A) by further submission of the **CPD Record Form, online in the HKIA Members Area** (please refer to Appendix B).

Failure to comply or to satisfy HKIA of legitimate CPD pursuits may result in rejection of the submitted CPD Declaration Form.

For **reinstatement of membership**, both the relevant **CPD Declaration Form (Appendix C)** and the **CPD Record Form (Appendix D)** shall be submitted together with the application.

V. HKIA MANAGEMENT FOR CPD

1. Managing CPD Activities

CPD affairs are under the purview of the **Board of Educational Affairs (BEdA)**, appointed by the elected Council of HKIA.

The **CPD Committee (CPDC)**, under the direction of BEdA, is appointed annually with the following terms of reference:

- i.) To oversee the CPD programme -
 - Establish and review CPD policy for Council's endorsement.
 - Maintain standard of CPDC organised activities and events.
 - Determine credit hours to be awarded to individual CPD activities organised by HKIA² or other parties.

² CPD credit hours for events or activities organised by other boards / committees / task groups of HKIA shall be granted by the corresponding party accordingly, and inform CPDC of the granted CPD credit hours under such arrangement for record. The organising parties should maintain the standard of the events with CPD credit hours endorsed by the CPDC.

- ii) To act as a CPD organiser, coordinator and facilitator -
 - Organise CPD activities to ensure that a sufficient number and a wide variety of the same are available to members throughout the year.
 - Advise, coordinate with and facilitate other Boards and Committees of HKIA and outside parties on the organisation of CPD activities open to HKIA members.
 - Promote CPD activities to HKIA members.

2. Organising CPD Activities

All Boards and Committees of HKIA, when organising CPD activities, shall observe the following guidelines:

- Guidelines for Organising CPD Events (**Appendix E**)
- Guidelines for Organising "Supplier's Technical Seminar" (**Appendix F**)

3. Checking CPD Records

In order to effectively implement the mandatory CPD requirements, a **CPD Checking Panel** shall be appointed by BEdA every year:

- i.) to conduct annual random checking of members' CPD Declaration Forms and Record Forms,
- ii.) to advise members of any deficiencies and remedial actions required, and
- iii.) to report to the Council via BEdA any non-compliance of the CPD requirements and actions required.

The CPD Checking Panel shall consist of a minimum of 3 HKIA members independent of CPDC.

The CPD Checking Panel may:

- select a certain percentage of members on CPD Declaration Forms received for random checking, and may require them to substantiate their CPD undertakings by completing and returning the **CPD Record Forms** for further checking;
- make enquiries into members who have failed to comply with the CPD requirements.

VI. ENQUIRIES

For queries or suggestions on CPD policy or activities, members can contact CPDC through email at CPD@hkia.net



CONTINUING PROFESSIONAL DEVELOPMENT DECLARATION FORM for YEAR: 202x (From 1st October 202x to 30th September 202x)

You are strongly recommended to scan the QR code to submit an online version.
Form as shown below is for reference only.

Appendix A



Online Submission

Activities (Please turn over for the Guidance Notes)		Credit Hours
Excess hours that can be carried from last year.		
A. Seminars and Study Tours		
<input type="checkbox"/> A1	Attending courses, seminars, conferences and workshops etc. organised by HKIA, tertiary institutes or other professional institutes. Notes: 1. HKIA members are required to complete a minimum of 3 credit hours under this category as part of their mandatory CPD hours. 2. When HKIA members register online for an event organized by HKIA through HKIA Member Area, CPD hours will be automatically recorded in their accounts upon due attendance of the event.	
<input type="checkbox"/> A2	Study tours or visits to buildings, construction sites or related exhibitions Notes: 1. When asked to substantiate, HKIA members should provide details of the visits, including names of the organising institutes, if appropriate. 2. For private visits, HKIA members should provide details of the visits and elaborate on their architectural themes and relevance towards fulfilling CPD requirements.	
B. Professional Activities / Contributions		
<input type="checkbox"/> B1	Researching for and writing articles for publications	
<input type="checkbox"/> B2	Giving presentations, speeches and seminars	
<input type="checkbox"/> B3	Voluntary works for HKIA or the community	
<input type="checkbox"/> B4	Participating in official activities of Council, Boards or Committees of HKIA	
C. On-the-Job Development		
<input type="checkbox"/> C1	Job-related specialised studies or researches	
<input type="checkbox"/> C2	Staff training or supervision of candidates for HKIA/ARB Professional Assessment	
D. Personal Enhancement		
<input type="checkbox"/> D1	Self-guided study or researches through structured reading, use of audio, video or internet resources	
<input type="checkbox"/> D2	Postgraduate diploma or degree courses	
<input type="checkbox"/> D3	BIM training hours	
E. Other CPD activities such as in-house seminars, workshops or study tours (Please specify)		
F. Requirements for CIST Course for Application for HKIA Membership Card 2023 cum Green Card (compulsory for green card holders)		
Mandatory Requirement <input type="checkbox"/> Y	I hereby declare that I have completed the HKIA self-study "Construction Industry Safety Training (CIST)" course for "Enhanced Green Card Safety Training for Architectural Professional" [Section 6BA(4) of the Factories and Industrial Undertakings Ordinance refers], and I have undertaken relevant training / courses / updates on the HKIA website (https://www.hkia.net/uploads/en/page/green_card.pdf) to renew my knowledge on occupational safety and health.	1 (notional hour)
Other programmes (if any) <input type="checkbox"/> Y	Other relevant programme(s) regarding updates on occupational safety and health Name of the Programme: _____ Date of Attendance: _____	1 (notional hour)
Total	All Members, Fellows, Graduate Members, Non-Resident Members and Affiliates are required to undertake minimum 25 credit hours of CPD activities.	

I hereby declare that I

- ☐ **Have satisfied** the minimum CPD requirement for the year 202x as indicated in the brief summary above.
☐ **Have NOT satisfied** the minimum CPD requirement for the year 202x, and am willing to make up for the deficiency in 202x. Meanwhile, I am submitting this Form to HKIA for record.

If you are selected for random check, you will be required to submit a CPD Record Form.

- ☐ Fellow ☐ Affiliate ☐ Non-resident Member
☐ Member ☐ Graduate Member

Signature _____

Membership Number

Name of Member _____

Date _____

Guidance Notes:

1. Members are required to complete the online CPD Declaration Form via the HKIA Member Area by **30 September 202x**. In case of any misdelivery or dispute, HKIA reserves the rights in its sole discretion to accept or decline the Form.
2. Members are free to choose the method which best suits their own personal arrangement and career priorities. To fulfill the minimum CPD requirement, simply achieve a total of minimum 25 CREDIT HOURS participation (per year) in any category of CPD activities as shown in the Declaration Form, except that a mandatory minimum of 3 CREDIT HOURS should be achieved under Category A1. You may login your personal online account at HKIA website at www.hkia.net under “Members Area” to access to E-CPD Declaration Form and your participation record of HKIA CPD Events in this year.
3. Members whose CPD pursuits exceed the annual minimum CPD requirement of 25 credit hours in a given year may **credit** up to 10 credit hours into the following year. Members whose credit hours fall short of the minimum CPD requirement of 25 credit hours in a given year shall make up for those outstanding hours in the following year. Credit hours to be carried to or made up in the following year shall be valid for 1 year only.
4. **Starting from 2011 (i.e. with the submission of CPD Declaration Form 2010), fulfillment of mandatory CPD requirement is a prerequisite for the renewal of HKIA membership for Fellows, Members, Affiliates, Non-Resident Members and Graduate Members. By Rule 23B, the Council may terminate the membership if the member cannot make up for the outstanding hours of 202x and fulfill the annual CPD requirement of 202x.**
5. Even if you have yet to satisfy the minimum CPD requirement for this year by the deadline, you are still required to submit your CPD Declaration for HKIA's record. However, it is essential that you will make up for the outstanding hours in the following year.
6. If you return your Declaration Form 202x by 30 September 202x, you will receive 3 CPD e-learning coupons 202x as a token of appreciation. Graduate members will receive 15 CPD e-learning coupons 202x.
7. If you have already fulfilled CPD requirement for renewal of PRC Class I Registered Architect Qualification, you may simply fill in the total number of CPD credit hours (including those in PRC) you have obtained in this form and submit it together with your valid substantiating document to HKIA Secretariat.
8. Should Members have any queries or suggestions on the CPD policy and activities, please contact the CPD Committee through email cpd@hkia.org.hk or telephone at 2511 6323.

CONTINUING PROFESSIONAL DEVELOPMENT
RECORD FORM for Year _____

Name:		Membership No.:
A) Record of CPD Activities :		
Date (if available)	Subject	Hours
B) Record of Professional Activities or Contributions :		
Date (if available)	Subject	Hours
C) Record of On-the-job Development :		
<i>Please give a brief description of the nature and scope of each activity</i>		Hours
D) Record of Personal Enhancement and Others:		
<i>Please give a brief description of the nature and scope of each activity</i>		Hours
E) Other CPD Activities :		
<i>Please give a brief description of the nature and scope of each activity</i>		Hours
F) Record of CIST Course for Application for HKIA Membership Card cum Green Card		
Date (if available)	Subject	Hours
Total Hours: (CPD commitment of minimum 25 hours)		
Signature:		Date:

**CONTINUING PROFESSIONAL DEVELOPMENT RECORD FORM
FOR MEMBERSHIP REINSTATEMENT**

Name:		Former Membership No.:	
A) Record of CPD Activities :			
Date (if available)	Subject	Hours	
B) Record of Professional Activities or Contributions :			
Date (if available)	Subject	Hours	
C) Record of On-the-job Development :			
<i>Please give a brief description of the nature and scope of each activity</i>			Hours
D) Record of Personal Enhancement and Others:			
<i>Please give a brief description of the nature and scope of each activity</i>			Hours
E) Other CPD Activities :			
<i>Please give a brief description of the nature and scope of each activity</i>			Hours
F) Record of CIST Course for Application for HKIA Membership Card cum Green Card			
Date (if available)	Subject	Hours	
Total Hours: (minimum 25 hours in the 12 months preceding membership reinstatement application)			
Signature:		Date:	

The Hong Kong Institute of Architects Guidelines for Organising Continuing Professional Development (CPD) Events

1. The CPD Committee

The Continuing Professional Development Committee (CPDC), under the direction of BEdA, is appointed annually with the following terms of reference :

- i) To oversee the CPD programme
 - Establish and review CPD policy for Council's endorsement.
 - Maintain standard of CPDC organised activities and events.
 - Determine CPD credit hours to be awarded to individual CPD activities organised by HKIA or other parties.
- ii) To act as a CPD organiser, coordinator and facilitator
 - Organise CPD activities to ensure that a sufficient number and a wide variety of the same are available to members throughout the year.
 - Advise, coordinate with and facilitate other Boards and Committees of HKIA and outside parties on the organisation of CPD activities open to HKIA members.
 - Promote CPD activities to HKIA members

2. Granting of CPD hour

2.1 Criteria

To determine whether CPD hours could be granted to a certain CPD event, the following factors are to be considered:-

- i. Organiser of the event
 - a. HKIA Council / Boards / Committees
 - b. Allied Professional Institutes – e.g. HKIE, HKIS, HKIP, HKILA, HKCPS
 - c. Tertiary Institutions offering architectural programmes – e.g. HKU, CUHK
 - d. Government Departments / Advisory Committees
 - e. Hong Kong Architectural Centre
 - f. Other parties relevant to the profession
- ii. Topic of the event
Possible areas of topics relevant to the profession :
 - a. Academic, Research & Development
 - b. Architectural Design
 - c. Building Laws
 - d. Building Structures, Services and Materials & Technology
 - e. Contract Administration
 - f. Construction Management
 - g. Dispute Management
 - h. Environmental & Sustainable Design
 - i. Heritage Conservation
 - j. Interior Design
 - k. Landscape Design
 - l. Professional Ethics
 - m. Project Management
 - n. Other topics relevant to the profession

- iii. HKIA as Supporting Organizations

CPD hours will be granted if HKIA is one of the supporting organisations of the event.

2.2 CPD Hours

- i. CPD hour will be granted for the scheduled duration of the event only, but not including refreshment break meal and travelling time.
- ii. CPD Hours will be granted on half hourly basis. Any residual time less than 30 minutes would not be counted.
- iii. normally the maximum CPD hours for a single event will be as follow
 - Evening event – 1.5 hours
 - Half day event – 3.5 hours
 - Full day event – 7 hours
 - Symposium more than 1 day – 7 hours per day
 - Excursion/trip more than 1 day – 7 hours per day

2.3 Granting party

CPDC or the Board /committees / task groups of HKIA which organises the event should grant the CPD credit hours in accordance with the guidelines and inform CPDC the CPD credit hours granted for the event for record.

2.4 Query

In case of doubt and non-alignment, BEdA chair should be consulted prior to publicity of the event to confirm the CPD hours recognised for that particular event.

3. **Publicity**

- a. Publicity materials of the CPD event should be ready for uploading onto www.hkia.net not less than 5 working days before the event for seminars, forums etc. and not less than 7 working days for site visits.
- b. Events organised by other institutions / organisations can be promoted through HKIA website and HKIA Daily only when:
 - HKIA is one of the co-organisers
 - HKIA is one of the supporting organisations
 - HKIA has an obligation as a member of the organisation
 - specifically endorsed by Office Bearers/ CouncilAs for relevant events not fulfilling any of the above criteria, pamphlets of the event may be placed at HKIA Premises for distribution.

4. **Budget for CPD events**

An annual budget ceiling should be proposed and kept by each Board upon endorsement by the Council.

5. **Enrolment Fee**

- a. The basic enrolment fee is normally waived for HKIA members attending CPD events except those incurring direct expenses such as honoraria for speakers, rental for external venues, administrative fees, etc., as well as intensive seminars and site visits.
- b. For CPD events held outside HKIA Premises, the fee shall include minimum basic enrolment fee plus additional charges to cover all the extra rental/admission and transportation costs, where appropriate.
- c. For site visits within Hong Kong, an additional charge to cover the standing personal accident insurance and public liability insurance for all participants arranged by the HKIA shall be added on top of the basic enrolment fee. For site visits outside Hong Kong, cost of the specifically arranged insurance shall be shared by participants.
- d. Enrolment fee applies to all successful registrants. Cancellation must be made to the Secretariat one working day before the day of the event or by the deadline specified in the confirmation email to successful registrants, whichever is earlier. Otherwise, no refund will be made. If the successful registrants fail to show up in the CPD event, no refund will be made.

6. **Exemption for Enrolment fee**

- a. HKIA Student Members
- b. Not more than 2 assistants from each guest speaker
- c. Not more than 2 members of the event organiser with prior endorsement by the Board Chair.
- d. Not more than 1 member from each HKIA registered practice for any professional practice related event organised by the Board of Practices, if considered appropriate by the Board Chair.
- e. Members will not be charged for the enrolment fees for any supplier's technical seminars.
- f. The enrolment fee for any event may only be waived subject to the prior approval by a minimum of 3 Office Bearers.

7. **Joint Events and Supporting Events**

- a. Endorsement by Office Bearers is required for HKIA to act as co-organiser or supporting organisation for an event based on the following criteria :
 - (i) As a co-organiser of CPD events: resources, manpower, publicity, proportion of places available to HKIA members and cost sharing.
 - (ii) As supporting organisation of CPD events held by other bodies: relevance to the profession, the nature of the host organisation and collaborator (if any), speaking opportunities for HKIA members and the likely audience of the event.
- b. For joint-Institute events with HKIE, HKILA, HKIS, HKIP and HKAC, etc, information sharing, invitation and fee waiving shall be done in a fair manner and on a reciprocal basis.

If our counterpart's enrolment fee is lower, we will follow their price in order to attract our members to join. For example, if there is a joint event launched by HKIA and HKIE together and HKIE does not charge their members at all, then HKIA will also not charge our members. However, the prerequisite is that the fee has to be sufficient to cover all of the basic costs incurred, otherwise the fee will have to be adjusted accordingly.
- c. For events of a larger-scale launched by a group of organisations, HKIA will follow the organiser's decision on the charge of enrollment fee.

8. Site Visits

- a. Site visits are for HKIA Members ONLY. If less than the quota limit of enrollments is received by close of registration, non-HKIA Members may be admitted.
- b. Transportation will only be provided by HKIA to local destinations not readily accessible by public means of transportation. The cost is to be shared by participants.
- c. Group leader shall be responsible for taking roll call, photography and presenting souvenirs.

9. Over-subscription

- a. Once an event is over-subscribed, the places shall be allocated with priority to HKIA members on a first-come-first-served basis.
- b. Priority will be given to HKIA members only in case of over-subscription.
- c. Confirmation will be issued by email. List of successful registrants and, if applicable, full house announcement will be posted on www.hkia.net not less than 2 working days before the event.
- d. In case of a full house announcement, any successful registrants failing to complete their payment by the deadline specified in the announcement or the confirmation email will have their places given to registrants on waiting list without further notice.
- e. Registrants on waiting list are listed in chronological order of their enrollment.

10. Post-event Work

- a. Distribution, collection and analysis of Evaluation Forms after each event shall be done. Result shall be reported to the organiser.
- b. Secretariat shall post event photos to HKIA website/ HKIA Daily / HKIA Facebook.

11. Arrangements of CPD Events in times of Typhoon Signal No. 8 or above, or Black Rainstorm Warning

Typhoon Signal 8 or above	Arrangement	
	Remains as Scheduled	Cancelled/Postponed*
Site Visit		
Signal is issued during the event		√
Signal is cancelled before 7a.m.	√	
Signal is cancelled after 7a.m.		√
Evening Seminar		
Signal is issued during the event		√
Signal is cancelled before 2:30p.m.	√	
Signal is cancelled after 2:30p.m.		√

Black Rainstorm Warning	Arrangement	
	Remains as Scheduled	Cancelled/Postponed*
Site Visit		
Signal is issued during the event		√
Signal is cancelled before 7a.m.	√	
Signal is cancelled after 7a.m.		√
Evening Seminar		
Signal is issued during the event	√	
Signal is cancelled before 2:30p.m.	√	
Signal is cancelled after 2:30p.m.		√

* Notice of postponement will be issued later.

The Hong Kong Institute of Architects Guidelines for Organising Continuing Professional Development (CPD) Supplier's Technical Seminar

1. The proposed content of Supplier's Technical Seminar shall be vetted by HKIA CPD Committee (CPDC). These events should be academic in nature (with a case study) and would be organised subject to the approval of the CPD Committee. Event proposals/content received less than 4 weeks prior to the event date would not be entertained.

2. Charges

The Supplier is charged HK\$15,000 per 1.5-hour (plus 30 minutes preparation time and 30 minutes for tidying-up) held on weekday evenings. HK\$300 will be charged for every additional hour, and addition of less than one hour will be counted as one hour. Settlement of payment is required prior to release of publicity materials to the HKIA members. No refund will be made under any circumstances.

3. The HKIA shall provide the following:

Publicity

Events under the "CPD Supplier's Technical Seminar" will be publicised in the format of HKIA CPD circulars on and flyers on the HKIA's website. Emailing to members would be done at the time when details of an event are finalised, and 3 working days before the event. The event is for HKIA members only. Should non-HKIA members be found admitted to the event, a penalty would be imposed on the supplier.

Venue

The auditorium at HKIA Premises at 19th Floor, One Hysan Avenue, Causeway Bay, Hong Kong can house an audience of up to 80 persons. The Supplier should normally host the seminar at HKIA Premises or at a specific venue approved by Chair of Board of Educational Affairs.

A-V Equipment available for lending

Digital screen

Notebook computer

Digital projection equipment

If there are less than 50 participants, only one set of audio-visual equipment (digital projector, notebook computer and projection screen) will be provided. An additional set will be provided if there are more than 70 participants. Prior reservation is necessary.

Refreshment

HKIA will not provide refreshments. The Supplier can only provide light snacks and refreshments at its own expense.

4. Promotional materials

It should be prepared by the Supplier and endorsed by the CPDC.

5. Enrolment

It should be stated in the publicity flyer that requests for enrolment to the Supplier's Technical Seminar should be made directly to the Supplier. It should also be stated that all enquiries concerning the event and enrolment status should be addressed to the Supplier. The Supplier's Technical Seminar shall be free-of-charge for HKIA members.

6. Handouts

All handouts and materials to be distributed at the Supplier's Technical Seminar should be prepared by the Supplier.

7. Registration

The Supplier shall handle registration at the start of event, including the setting up of registration counter, preparation of attendance list, reception work and distribution of handouts and other materials, etc. For the HKIA's record, a participants/attendance list should be furnished to the HKIA after the event.

8. Documentation of event

If the Supplier's Technical Seminar is documented in digital format, the Supplier is required to submit a copy of such documentation to the HKIA. Whether these would be uploaded in part or in whole onto the CPD archives on the HKIA website shall be at the discretion of the HKIA CPD Committee.

9. These Guidelines may be changed from time to time without prior notice. For enquires and visit to HKIA Premises, please contact HKIA Secretariat on 2805 7148 (tel.). Please send event proposals to HKIA CPD Committee via email hkiasec@hkia.org.hk or 2519 6011 (fax).

Disclaimer:

The HKIA CPD Supplier's Technical Seminar aims to keep members updated of the latest development services or products available. The Supplier is free to impart information relevant to such services or products during the seminar. The HKIA shall not be liable for the seminar contents and their consequences. Participation is entirely on members' discretion.

Revision September 2023