



## Members Sharing Group

Organized by **Membership Committee**

*HKMC would like to invite you to join our “Members Sharing Group”. It is certainly a social networking chance to know other members who are from different professions. You could also know more about the latest development of HKMC.*



**Date and Time:** 12 Nov 2015 (Thu), 7:15 p.m. – 8:45 p.m.

**Registration Time:** 7:00 p.m.

**Venue:** HKMC (21/F., Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong)

**Target Participants:** Panel Members

**No. of Participants:** Max. 25 per session

**Fee:** HK\$50 (Light refreshment is included)

**HKMC CPD Points:** 1.5 points

**Registration period:** on or before 6 Nov 2015 (Fri)

**Registration Form:** [https://docs.google.com/forms/d/1JAN2tzH4ojqdhmVvmZysUsY-ZcsJwkBtbqTi9izHT4/viewform?usp=send\\_form](https://docs.google.com/forms/d/1JAN2tzH4ojqdhmVvmZysUsY-ZcsJwkBtbqTi9izHT4/viewform?usp=send_form)

**Payment method:**

- 1) Crossed-cheque: Payable to “Hong Kong Mediation Centre Limited” and send it to “21/F., Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong”. Please write down your Full Name and Membership Number at the back of the cheque; OR
- 2) Bank transfer: Please provide Bank-in Slip and state your Full Name and Membership Number.  
Bank Name: The Hongkong and Shanghai Banking Corporation Ltd (HSBC)  
Bank Account Name: Hong Kong Mediation Centre Limited  
Bank Account Number: 162-242226-001

**Enquires:** Please contact **Ms. Kayley Wong**

Tel: 3620 3076

Email: [membership@mediationcentre.org.hk](mailto:membership@mediationcentre.org.hk)

**Remarks:**

- A. Places will be allocated on first-come-first-served basis counting according to payment date.
- B. Registration must be made by returning the completed registration form via google link on or before 6 Nov 2015 and sending the crossed-cheque or copy of the bank-in slip to HKMC on or before 7 Nov 2015. Confirmation will be notified by email upon successful registration on or before 9 Nov 2015.
- C. If you do not receive any email confirmation from the Secretariat on or before 9 Nov 2015, your name will be on the waiting list. Your submitted cheque will be voided subsequently by the Secretariat if you have not been assigned a place in the captioned event. If your application fee was made by bank transfer, a cheque will be issued to you as the refund of the payment.
- D. Participant must sign in and sign out. **Participants who are late for more than 20 minutes or leave earlier will not be qualified for the completion of HKMC's CPD Points.** Emails will be sent to those qualified attendees to confirm the granting of CPD points after the event.
- E. If you are not able to attend the captioned event after the receipt of the confirmation email, you are required to inform the Secretariat as soon as you are aware of unavailability on / before the event date **by email**. **No refund will be made after confirmation.**
- F. HKMC reserves the right to accept/reject the registration.
- G. If typhoon signal no.8 or black rainstorm warning signal is hoisted and not lowered by 4pm, the event will be postponed or cancelled. Rescheduled date/time/venue will be announced in due course.
- H. The event is subject to change at any time without liability.