



To : Association Heads, Chapter Heads and Section Heads

Cc : Office Holders, HKTDC Regional & Branch Directors & Federation Co-ordinators, Chris Lo, Megan Fung, Irene Hau, Tim Lung

From : Fiona Chan, Federation Secretariat

Date : 20 October 2022

**Subject : Hotel Sponsorship for Association Heads to attend the 23<sup>rd</sup> Hong Kong Forum**

---

Dear Association Heads, Chapter Heads and Section Heads,

**[Hotel Sponsorship for Association Heads to attend Hong Kong Forum](#)**

Warm welcome to the 23<sup>rd</sup> Hong Kong Forum (29-30 November 2022)!

As the association head, you are entitled to 3-night hotel sponsorship, as a token of appreciation to your tremendous effort made to support Federation's promotional work throughout the year, in particular recruiting members to attend the Forum and growing your association's membership.

**Hotel Sponsorship**

3-night Hotel Sponsorship covering the nights of **28-30 November** in Hong Kong will be offered.

*\* Any nights falling outside of this period, and outside of Hong Kong would not be sponsored.*

**Maximum reimbursement rate**

HK\$740 per night per person for the nights of 28-30 November (including tax and service charge) will be offered based on the room rate of **Novotel Century Hong Kong Hotel** (<http://www.novotelhongkongcentury.com>).

**Reimbursement**

If you choose to stay at Novotel Century Hong Kong Hotel, we shall settle the room payment for the sponsored nights with the hotel directly. Please confirm your booking on or before **28 October 2022**.

If you would like to stay at other hotels other than Novotel Century Hong Kong Hotel, we shall reimburse you (based on the actual consumption) upon receiving your hotel invoice

and bank details for bank draft issuing for the maximum rate of HK\$740 per night or the actual rate, whichever is lower. Special room rates of other hotels offered by the Official Travel Agent are also available for Hong Kong Forum participants. Please contact our official agent to help reserve hotel room, contact information can be found from below link: <https://hkforum.hktdc.com/conference/hkforum/en/value-for-money-hotels>.

### **Sending a Proxy**

If you cannot attend the Hong Kong Forum, you are entitled to sending a nominated representative from your association to take up this sponsorship on your behalf. Please advise your nomination by **28 October 2022** for further approval arrangements.

As for Business Associations members, they are welcome to participate either in person or online. The registration link is available for your use and onpass to your members, please click [here](#).

Please feel free to contact my colleague Adi Poon or Kelly Yeh at [hkfederation@hktdc.org](mailto:hkfederation@hktdc.org) if you have any questions.

Look forward to welcoming you at Hong Kong Forum soon!

Best regards,  
Fiona Chan  
Federation Secretariat