

**Institution of Civil Engineers  
Hong Kong Association (ICE HKA)  
Sponsorship for members to attend international or regional conferences**

1. International and regional conferences provide opportunities for ICE members to meet international experts, broaden and update their knowledge, and learn from experience in local/overseas projects. ICE HKA gives sponsorship to its members to encourage participation in these events.
2. Members proposing to attend an international or regional conference (which may be held overseas or in Hong Kong) are eligible for sponsorship. The conference must be on topics within the realm of civil engineering.
3. Hong Kong-based ICE student, graduate, associate or professionally qualified members who attained technician, incorporated or chartered status within five years before the commencement date of the conference may apply. Applicants must have been a member for a minimum of one year.
4. To apply, the applicant should fill in an application form and prepare a 300-word essay outlining his/her work portfolio, how he/she can benefit from the conference, his/her contributions to the conference, and relevance of the conference subject to Hong Kong. The self-nomination should be sent by e-mail to [icehk@ice.org.uk](mailto:icehk@ice.org.uk).
5. Applications for sponsorship must reach the office at least two months before the conference.
6. Sponsorship for an individual participant will be awarded up to 100% of the cost of conference attendance including paper publication fee (if any) but excluding travel and accommodation expenses.
7. The sponsored person will be reimbursed the agreed amount on production of a payment receipt.
8. Applicants with or without technical papers submitted to the conference will be considered for sponsorship, but preference will be given to those with abstracts/papers that have been accepted by the conference organizer.
9. The selection of applicants for award of sponsorship and determination of actual sponsorship amount will be decided by a judging panel comprising three ICE HKA committee members.
10. The sponsorship carries with it an obligation to report on the conference, for the benefit of those who do not have the privilege of being there. The written report (about 1000 words) may include technical highlights, interesting papers/presentations, the sponsored person's contribution to the conference, etc. The sponsored person is free to choose focuses to suit his/her experience at the conference.
11. ICE HKA reserves the right to amend and publish the above report in *ICE Breaker*.