

Institution of Civil Engineers

Hong Kong Association (ICE HKA)

Sponsorship – Overseas¹ Delegation Tours/Events

1.0 Introduction

- 1.1 ICE HKA desires to sponsor ICE Members on overseas delegation tours / activities organised by ICE HKA to achieve the following objectives:
- to broaden the Members' exposure to the latest overseas civil engineering developments and the foreign culture;
 - to deepen the Members' understanding on the similarities and differences between Hong Kong and overseas cities and hence encourage a rethink of future engineering opportunities and development in Hong Kong;
 - to promote communication between civil engineering elites across the globe.
- 1.2 Sponsorship for an individual applicant shall be awarded up to 50% of the actual cost of the event up to a ceiling of HK\$ 4,000.

2.0 Eligibility

- 2.1 Applicant applying for attending an overseas delegation tour or event organised by ICE HKA must be a valid ICE Corporate Member (i.e. MICE or FICE) and Technician Members holding a valid ICE membership number and generally residing in Hong Kong throughout the period of the application and the sponsored event;
- 2.2 Each Member will only be awarded a maximum of one sponsorship in each calendar year.

3.0 Sponsorship Principles / Selection Criteria

- 3.1 Servicing of a sponsorship should not require a significant use of ICE HKA resources and not exceed the annual budget as set out in the Reserve Fund Proposal approved by the Regional Board of ICE HK;
- 3.2 All applications shall be assessed by a Judging Panel nominated by the ICE HKA Chairman and comprising at least three ICE HKA Committee Members;
- 3.3 The approval for the applications and the determination of actual sponsorship amount will be decided by the Judging Panel. The acceptance would be by majority criterion. The decisions of the Judging Panel are final;

¹ "Overseas" refers to a city outside Hong Kong including any Mainland city.

- 3.4 The sponsored applicants will be reimbursed the actual expenditure, up to the approved ceiling, covering passage, accommodation, meal, local travelling expenses and associated training fees, upon providing the original receipts;
- 3.5 The sponsorship carries with an obligation to report on the sponsored event, for the benefit of those who do not have the privilege of being there. The written report (about 1,000 words) may include technical highlights, interesting papers/presentations, the sponsored applicants' contribution to the tour and etc. The sponsored applicants are free to choose the focuses to suit his / her experience at the tour. ICE HKA Committee reserves the right to amend and publish the report in any ICE publications, including ICE Breaker. The applicants are required to clear any copy right issue on his own accord before submitting the report to ICE HKA. The successful applicants will also be obliged to share their experience during the dissemination seminar (if arranged);
- 3.6 The reimbursement will be provided upon the submission of the written report;
- 3.7 ICE HKA Committee reserves the right of final decision and interpretation on the rules and results;
- 3.8 ICE HKA Committee reserves the right to cancel the sponsorship at any time before the event and will provide the applicants with notice of the same as soon as it is reasonably practicable.

4.0 Guidelines for Application

- 4.1 Applicants are required to submit a 300-word essay, justifying how they would fulfill the objectives as stated in Item 1.1;
- 4.2 Applications for sponsorship should be submitted not later than 1 month after they apply for the overseas event unless with justification accepted by ICE HKA Committee;
- 4.3 An electronic copy of the following should be submitted to ICE HKA by email at icehk@ice.org.uk:
 - An application form
 - An essay of approximately 300 words
- 4.4 Successful applicants will normally be notified of the acceptance or not within 1 calendar month after the closing of application for the overseas events. Applicants who do not hear from ICE HKA may assume their application unsuccessful;
- 4.5 The sponsorship carries with an obligation on the Applicant to report on the sponsored event, for the benefit of those who do not have the privilege of being there, as stated in Item 3.5;
- 4.6 The applicants may choose to secure the seat to the overseas tour before obtaining the approval of this sponsorship. By doing so, they deem to accept

their own risk for paying the whole of the fees and expenses if their applications for this sponsorship are finally not approved;

- 4.7 All information submitted is treated as confidential. Personal information collected in accordance with an application will only be used for the purpose of assessing the application and, if successful, the administration of the sponsorship.

ICE HKA Sponsorship For Members to Attend Overseas Delegation Tours/Events

Application Form

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Other, specify:		
First name:		Last name:	
ICE membership grade:		Membership no.:	
Company/Organisation/ Institution/Society:			
Correspondence address:			
E-mail:		Contact no.:	
Details of the Event (Name, Date and Duration etc)			
Previously successfully applied for this sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If successful, which year?	

Application Checklist

<input type="checkbox"/>	A filled application form
<input type="checkbox"/>	An essay of approximately 300 words
<input type="checkbox"/>	You acknowledge that you, once sponsored, are obliged to report on the sponsored tour, in the form of written report (about 1,000 words) and presentation during the dissemination seminar (if arranged)