K. C. WONG EDUCATION FOUNDATION
CONFERENCE SPONSORSHIP PROGRAMME

GUIDELINES

I. OVERVIEW

The K. C. Wong Education Foundation Conference Sponsorship Programme supports The Chinese University of Hong Kong, City University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology and The University of Hong Kong (“the HK universities”) to invite Chinese scholars in Mainland China to participate in international academic conferences that are held in Hong Kong.

II. OBJECTIVES

- Provide opportunity for Chinese scholars in Mainland China to exchange knowledge in their respective fields through participation in international academic conferences
- Promote interaction amongst scholars from around the world
- Strengthen the tie between institutes in Hong Kong and Mainland China

III. ELIGIBILITY

- The conference must be organized by the faculty/school/college of the HK universities listed in the Appendix and is held in Hong Kong
- Applicant must be a staff member of the HK universities
- Topics of the conference must be related to the fields of engineering, medicine, science and/or technology
- Chinese scholars invited must hold a position equivalent to associate professor or above. They must be based in Mainland China
- Sponsorship can only be used for travel expenses to and from Hong Kong, accommodation, meal and conference registration fee

IV. APPLICATION

A completed Conference Sponsorship Programme Application Form attached with supporting documents are to be submitted to the Foundation by the following deadlines:

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<th>Deadline*</th>
<th>For conference held in:</th>
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<td>End of March</td>
<td>July to December of the same year</td>
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<tr>
<td>End of September</td>
<td>January to June of the following year</td>
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* Note: The application must reach the Foundation office by 5:30p.m. on the last working day (i.e. excluding Saturdays, Sundays and public holidays) of the stated months.

V. RESULT ANNOUNCEMENT

The Foundation will consider each application on its merits. All applicants will be notified in writing the outcome of their applications (successful or otherwise) within 2 weeks of the stated deadline.
VI. SPONSORSHIP

Each successful application will receive a sponsorship from the Foundation to subsidize the Chinese scholars’ travel expenses to and from Hong Kong, accommodation, meal and conference registration fee. The sponsorship will be disbursed to the HK universities two months before the conference date.

Please note the sponsorship is released to the HK universities and not to the applicant. The sponsorship is not transferable and an official receipt should be issued by the HK universities to the Foundation upon receiving the sponsorship.

The applicant must notify and seek written approval from the Foundation if there is any change to the original application. Failing to comply could result in the Foundation’s withdrawal of the sponsorship. The Foundation also reserves the right to make adjustment to the sponsorship as a result of any deviation from the original application.

The Foundation does not object to applicant seeking sponsorship from other sources, providing that such sponsorship would not undermine the conference’s academic independence. The Foundation’s sponsorship can also be used for applying matching fund provided by the University Grants Committee.

VII. ACKNOWLEDGEMENT, REPORT AND REFUND

Acknowledgement to “K. C. Wong Education Foundation” and/or “王寬誠教育基金會” should be clearly stated in all publicity materials and literature published in connection with the conference. Please contact the Foundation and request for an official logo if such is required.

A completed Conference Sponsorship Programme Post-Conference Report enclosed with relevant materials are to be submitted to the Foundation within three months after the completion of the conference. All Chinese scholars sponsored are also required to give their feedback regarding the conference. It is the HK universities’ responsibility to ensure the scholars complete the Scholar Feedback Form (學者意見) and return it back along with the Post-Conference Report.

In addition, any portion of the sponsorship that is not being used in accordance to the application must be refunded to the Foundation within three months after the completion of the conference.

Failure in providing all information in a timely manner will have a bearing on the prospects of future support to the faculty/school/college concerned.

VIII. LIABILITY

The Foundation is responsible only for the approved sponsorship and does not warrant or assume any other liability or responsibility whatsoever related to the conference or the Chinese scholars invited.

IX. ALL RIGHTS RESERVED

The Foundation has absolute discretion to approve or reject any application without informing the reason for its decision. The Foundation reserves the right to make changes to the Conference Sponsorship Programme at any time without prior notice.

X. CONTACT

For any enquiries, please contact:

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