



Hong Kong Respiratory Nursing College

香港呼吸科護理學院

Guidelines for Application of Overseas Conference Sponsorship 2023

1. All applications should be vetted by Hong Kong Respiratory Nursing College before the sponsored activity.
2. A Selection Panel will be formed, on behalf of the College. The selection panel shall be composed of representatives of Chairperson/Vice chairperson Branch and Educational Committee.
3. Selection criteria are as listed:
 - Valid member of the College for at least 3 consecutive years
 - Relevant professional expertise
 - Active participation in HKRNC activities
 - Active contribution in the sponsored activity (i.e.: paper/poster presentation, organizing committee, etc.)
 - Not receiving any sponsorship by the College for at least past 3 years
4. The sponsorship can be in the form of donation of a sum of money capped in \$20,000 (Asia region) or \$30,000 (non-Asia region) for the sponsored activity including registration fee, travel expenses and accommodation arrangement for each successful applicant.
5. Applicant is obligated to seek approval from working hospital / institution for receiving the sponsorship.
6. Applicant should secure leave by oneself.
7. Applicant should complete the application form and send to admin@hkrnc.org.hk via email 12 weeks before the conference.
8. The successful applicants will receive a confirmation letter to proceed with the necessary application for accepting sponsorship in their working institute. Applicants are considered unsuccessful if they do not receive reply within 4 weeks after the application deadline.
9. The successful applicants should sign the acceptance letter and return it to HKRNC upon receiving the confirmation letter.