



Hong Kong College of Emergency Nursing (HKCEN)

香港急症科護理學院

Unit 4-5, 6th Floor, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon
Our Ref: Sponsor/ICNCongress2025/CEN/2023-2026

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Dear Fellow Members,

The HKCEN is inviting applications for sponsorship for the ICN Congress 2025 that will be held June 9 to 13, 2025. For information and registration details, please refer to the website at <https://icncongress.org/event/220>.

Details of the sponsorship:

1. Applicants must be **valid HKCEN Fellow Members for the 2024-2025** term.
2. A **lump sum of up to HKD 10,000** will be sponsored for applicants who successfully apply and fully attend the conference in person.
3. This sponsorship includes a **maximum of 5 quotas** covering *expenses for the conference registration fee, transportation (including air tickets and transfers to and from the hotel and conference centre), and accommodation*. Please note that if total expenses exceed HKD 10,000, only the maximum amount of HKD 10,000 will be provided, and applicants will be responsible for any remaining costs.
4. **Double sponsorship from other organizations will render the application ineligible.**
5. If the number of applications exceeds the quota, a selection process will be conducted.
6. The final decision on selection rests with the HKCEN Council.
7. The deadline for sponsorship applications is **on or before February 28, 2025**.
8. Application method: **Email the completed application form** to the HKCEN secretary at **zoenglh@gmail.com**, ensuring that the correct personal particulars are filled in on the reply slip clearly.
9. **Reimbursement documents** must include original receipts and a certified true copy of the attendance certificate, along with details of the relevant expenses, and must be **submitted within one month after the conference**. Late submissions will not be processed.

Regards

Ms Leung Yuen Fan, President
13 January 2025

Reply Slip

I would like to apply for sponsorship of the above conference and understand the conditions for application.

ICN Congress, June 9-13, 2025

Proof of the successful application

Name and signature of applicant: _____

Membership number: _____

Email address: _____

Contact phone number: _____

Date: _____