

<b>FORM 9</b>	<b>HKTDC Education &amp; Careers Expo 2024</b> <b>香港貿發局教育及職業博覽 2024</b> <b>25 - 28 / 1 / 2024</b>	Return to:
<b>Deadline</b> <b>截止日期:</b> <b>22 Dec 2023</b>		Hong Kong Trade Development Council Unit 7, Expo Galleria, HKCEC 1 Expo Drive, Wan Chai, Hong Kong Tel: (852) 2240-4932 E-mail: <a href="mailto:marit.wm.lau@hktdc.org">marit.wm.lau@hktdc.org</a> Attn: Miss Marit Lau

## Seminar Session Request Form

### 講座申請表

凡參展商均可免費申請一節講座。若參展商有意申請多於一節講座，主辦機構將先分配時段予所有遞表參展商的第一節講座申請，第二節講座的申請將根據餘下的節數分配情況再作安排。展商獲分配的第一節講座時段不收取任何費用。展商額外申請的講座，每節收費為港幣\$4,205元/美金\$540。All exhibitors are entitled to apply for one FREE session. Any request to apply for an additional session will be considered subject to the timeslots availability after other exhibitors' applications of 1st timeslot is assigned. The 1st timeslot will be offered to all exhibitors for free. For each additional session will be charged at HK\$4,205/ US\$540.

### 申請方法 Application

參展商須於 **2023 年 12 月 22 日 (星期五) 或之前** 將填妥的網上申請表格遞交至主辦機構。

Please submit the Completed Online Application Form **on or before 22 Dec 2023 (Friday)**.

### 講座網上申請表 Seminar Online Application Form

<https://forms.office.com/r/UBFjTx1Bex>

### 基本設施 Basic Facilities (免費提供 Free of Charge):

- 主講枱一張 1 Head Table
- 手提電腦一部 1 Computer Notebook
- 銀幕投射機及投影銀幕各一座 1 LCD Projector & Projection Screen
- 有線麥克風三支及手提無線麥克風兩支 3 Wired Mics & 2 Hand Held Wireless Mics
- 免提無線麥克風一部 1 Wireless Clip Mic

### 宣傳 Publicity:

主辦機構將於宣傳展會之同時一併宣傳講座內容，亦會於展會舉行期間，在會場詳列講座時間表，方便到場人士參閱。The seminar will be publicized by the Organiser along with the publicity campaign of the HKTDC Education & Careers Expo 2024. There will also be information panels with the seminar's schedule set up on-site for visitors' reference.

### 守則 Conditions

- 由於可供租用的場地及節數有限，申請將採用先到先得形式處理。申請如獲接納，主辦機構將另行通知參展商。The seminar sessions will be assigned on a first-come-first-served basis and exhibitors will be informed if their application is successful and which session time is assigned.
- 主辦機構保留拒絕任何申請之權利。未附有完整資料之申請表格將不獲受理。The Organiser reserves all rights in accepting or rejecting any application. Incomplete application forms will not be accepted.