

Invite Hong Kong Institute of Marketing (HKIM) to be Supporting Organization Request Form

Please fill in the request form for reference to access the possibility for acting as supporting organization of your event. To facilitate the assessment process, please give the information as details as possible. Thank you for your assistance.

Information of the event

Event name : _____

Event date & time : _____

Event to be held at (please state region & venue) : _____

Type of event (e.g. conference / seminar / award ceremony / workshop, etc) : _____

Objective(s) : _____

Organizer(s) : _____

Co-organizer(s) (if any) : _____

Supporting organization(s) (other than HKIM, please state the name in full) : _____

Sponsor(s) (if any) : _____

Types of participants (e.g. senior management / executives / general public / student / youth, etc) :

Fee for participating (if any) :

Targeted participants numbers :

Reason for inviting HKIM as supporting organization :

Responsibility of HKIM for the event

1) Email broadcast to HKIM members :

2) Endorsement from Council members :

3) Other(s) (Please state clearly) :

Benefits for HKIM from the event

1) HKIM logo to be placed on ALL promotional materials (Size is same as other supporting organization) :

2) Publicity

▪ Media plan (e.g. supplement, pre-event / post-event media interview, etc.) :

▪ Promotion materials (e.g. banner, panel, email, invitation card, brochure, leaflet, welcome package, etc.) :

▪ Free on-site booth :

▪ Free insertion/ distribution of HKIM's material on-site :

3) Rebate for HKIM from the participation of HKIM members :

4) Other(s)

Benefits for HKIM members from the event

1) Free seats or privileges :

2) Special discount for buying ticket (usually 15% discount or more) :

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Please fax the form to HKIM office at 2881 6057 (Attn.: Corporate Communications Department). We would inform your organization as soon as possible. Thank you for your assistance.

Event name : _____

Event Date : _____

Name of organization : _____

Contact person : _____

Contact telephone : _____

Email : _____

Signature : _____

Organization chop : _____

Date : _____

~ THANK YOU ~