

# The K. C. Wong Education Foundation Conference Sponsorship Programme

## Guidelines

### I. Overview

The K. C. Wong Education Foundation Conference Sponsorship Programme supports Hong Kong universities in inviting mainland Chinese scholars to attend international academic conferences held in Hong Kong.

### II. Objectives

- a. To provide opportunities for mainland Chinese scholars to participate in international academic exchanges.
- b. To promote and foster interactions between scholars from around the world.
- c. To strengthen the ties between Hong Kong and mainland China institutions.

### III. Eligibility

- a. Applicants must be from an eligible section of one of the designated Hong Kong universities (see Appendix).
- b. Conferences must be organized by one of the Hong Kong universities, held in Hong Kong, and be related to the fields of engineering, medicine, science and/or technology (see Appendix).
- c. Invited mainland Chinese scholars must hold a position equivalent to an associate researcher/professor or above and be based in mainland China.

### IV. Application Process

- a. Applicants complete an application form and provides it with relevant supporting materials (e.g. fact sheets, flyers, registration forms) to the University Coordinator of their respective university.
- b. The University Coordinator submits all applications from their university to the Foundation by the following deadlines:

Conference Period	Deadline
July to December (of the current year)	Last working day in March (of the current year)
January to June (of the following year)	Last working day in September (of the current year)

Applications are submitted by post to:

K. C. Wong Education Foundation  
3210 Edinburgh Tower, The Landmark  
Central, Hong Kong

Or by email to: [info@kcwef.org](mailto:info@kcwef.org)

### V. Results

- a. The Foundation will notify the University Coordinator on the results of the applications within three weeks after the deadline.
- b. For all successful applications, funds will be released directly to the University (not to the Applicant) within two months before the conference start date.

## **VI. Sponsorship Conditions**

- a. Funds will be used to pay for the following scholars' expenses:
  - i. Travel expenses to and from Hong Kong
  - ii. Conference registration fees
  - iii. Accommodations
  - iv. MealsFunds may not be used for other items such as honorariums, souvenirs, and travel advances.
- b. Applicants may seek additional funding from other sources provided that such would not impair the conferences' academic independence. Sponsorship funds may be used to apply for further funding from the University Grants Committee.
- c. Sponsorship funds are not transferable.

## **VII. University Responsibilities**

- a. An official receipt must be made out to "K. C. Wong Education Foundation" and/or 「王寬誠教育基金會」 upon receiving the sponsorship funds.
- b. Applicants must seek written approval from the Foundation for any changes in its application (e.g. changes in the list of scholars for sponsorship, scholar budget, and conference dates and title). All requests of changes should be provided by the University Coordinator on behalf of the Applicant.
- c. The Foundation should be acknowledged in all conference publicity materials and literature. The Foundation's logo should be used when applicable. If needed, the Foundation may be contacted for its official logo.
- d. Within three months after the conference ends, Applicants must provide the following items to their University Coordinator, who will then forward them to the Foundation:
  - i. Post-Conference Report (enclosed with the Guidelines)
  - ii. Completed Scholar Feedback Forms from each sponsored scholar (enclosed with the Guidelines)
  - iii. Refund of any unused sponsorship fundsPlease note that the Applicant is not required to submit receipts to support costs. However, actual costs must be shown on the Post-Conference Report.

## **VIII. Disclaimer**

- a. The Foundation is only responsible for the approved sponsorship funding and does not warrant or assume any liability or responsibility related to the conference nor to the invited scholars. The University will indemnify the Foundation on all claims in relation to the conference and the sponsorship.
- b. The Foundation reserves the right to approve or deny any application without any need to provide a reason. Further, the Foundation may adjust and/or withdraw its support should the use of funds deviate from the application.
- c. Failure to follow the Guidelines may have an impact on future applications.
- d. The Guidelines are subject to change without prior notice.

## **IX. Enquiries**

Applicants should contact their University Coordinator with any enquiries that are not addressed in the Guidelines. The University Coordinator may contact the Foundation for additional information if needed.

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## Appendix

### Eligible Applicants

Staff members from one of the following university sections may apply for conference sponsorships:

- ✓ The Chinese University of Hong Kong
  - Faculty of Engineering
  - Faculty of Medicine
  - Faculty of Science
- ✓ City University of Hong Kong
  - College of Science and Engineering
- ✓ The Hong Kong Polytechnic University
  - Faculty of Applied Science and Textiles
  - Faculty of Construction and Environment
  - Faculty of Engineering
  - Faculty of Health and Social Sciences
- ✓ Hong Kong University of Science and Technology
  - School of Engineering
  - School of Science
- ✓ The University of Hong Kong
  - Faculty of Dentistry
  - Faculty of Engineering
  - Faculty of Medicine
  - Faculty of Science

### University Coordinators

The contact information for the University Coordinators is as follows:

- ✓ The Chinese University of Hong Kong,  
China Engagement Office
  - Ms Wing Wong [wingwong@cuhk.edu.hk](mailto:wingwong@cuhk.edu.hk)
  - Ms Mable Law [mable-law@cuhk.edu.hk](mailto:mable-law@cuhk.edu.hk)
  - General Enquiries [cengmt@cuhk.edu.hk](mailto:cengmt@cuhk.edu.hk)
- ✓ City University of Hong Kong, Global Services Office
  - General Enquiries [gso@cityu.edu.hk](mailto:gso@cityu.edu.hk)
- ✓ The Hong Kong Polytechnic University,  
Chinese Mainland Affairs Office
  - Ms Iris Tang [iris.tang@polyu.edu.hk](mailto:iris.tang@polyu.edu.hk)
- ✓ Hong Kong University of Science and Technology,  
Research Administration, Research Office
  - Miss Veronica Keung [ocvkeung@ust.hk](mailto:ocvkeung@ust.hk)
- ✓ The University of Hong Kong, China Affairs Office
  - Ms Karen Kwan [hwkkwan@hku.hk](mailto:hwkkwan@hku.hk)
  - Ms Winnie Chen [winniechen@hku.hk](mailto:winniechen@hku.hk)