

Professional Diploma in Event and MICE Management

ENROLMENT INFORMATION FOR OLD PARTICIPANTS

(PDEMM/2014-2/OS)

A. Enrolment Procedures

1. Please refer to the Time-table before completing the Enrolment Form.
2. Return the completed form(s), together with a crossed cheque in favour of The Hong Kong Management Association for the **First Instalment: HK\$2,980** (HK\$745 X 4 modules) no later than 11 July 2014.
3. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
4. A receipt will be issued against payment.

B. Application for Exemption

A completed application form, together with copies of testimonials such as certificates and transcripts, must be submitted to the Secretariat before the course commencement date. Applications will not be accepted after the course has commenced.

C. Refund of Module Fee

Refund of module fee will be made upon written requests received by the PDEMM Secretariat before 18 July 2014. Thereafter no refund will be made. A handling fee of HK\$200 per module will be charged.

D. Application Deadline

Friday, 11 July 2014

Commencement Date

Friday, 25 July 2014

E. Deferment

Deferment will only be allowed under special circumstances before the commencement date with a handling fee of HK\$100 per module. After the commencement of the term, NO DEFERMENT will be allowed.

F. Notes for Applicants

1. As "Management Report" constitutes one module, enrolment in the "Management Report" requires the standard module fee HK\$2,980 per module.
2. Enrolment in respective classes will be accepted on a FIRST COME FIRST SERVED BASIS.
3. All parts of the course should be completed in sequence.
4. The Association reserves the right to make alterations regarding the details such as lecturers, contents, dates, time and venues of the course(s) offered. Applicants will be notified when necessary.
5. Upon enrolment in a module, except Management Report, the participant will receive course manual which will be distributed in class.
6. Participants in the module "Management Report" will be notified of the name and address of their supervisors by mail in July 2014.
7. There will be a briefing session for those who have enrolled in the Management Report. The session will cover in detail the logical sequence of a management report. Participants should make every effort to attend the briefing session accordingly.

Professional Diploma in Event and MICE Management

ENROLMENT FORM FOR OLD PARTICIPANTS

(PDEMM/2014-2/OS)

(Please type or write in block letters)

N.B. Please fill in all items to avoid delay. Incomplete application forms will not be processed.

Name on Diploma: Mr/Ms _____
(Surname) (Other Names) (Chinese Name)

HKID No.: _____ Student No.: _____ (Please refer to student card)

Company Name & Address: _____

_____ Tel No.: _____

Mobile Phone No.: _____ **E-mail Address: _____

Nature of Business: _____ Fax No.: _____

Present Position: _____ No. of Years: _____

Home Address: _____

_____ Tel No.: _____

Mailing Address: Company Home

Sponsored By (Please tick) Self Company

FEE - payable by 4 Instalment

Each module: HK\$2,980

Second Term	1st instalment	2nd instalment	3rd instalment	4th instalment
HK\$2,980 x 4 modules	HK\$2,980	HK\$2,980	HK\$2,980	HK\$2,980

Fee for First Instalment : HK\$2,980 (HK\$745 x 4 modules)

Total Amount: _____ Cheque No.: _____ Account Name: _____

SIGNATURE: _____ DATE: _____

* I understand that all handout obtained in class are strictly for my own educational purposes.

Please fill in the following in block letters if you have changed your correspondence address:

New Home/Company Mailing Address:

New Home/Company Tel No.: _____ Fax No.: _____

For Office Use Only
85003F, 86001F, 86002F, 80007F

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TIME-TABLE

25 July - 28 November 2014

MODULE	TIME	DATE
Booth & Stage Design and Building Services Management PDEMM-85003-2014-2-F	7:00 pm - 10:00 pm	Friday 25 July; 1, 8, 15, 22, 29 August; 5, 12, 19, 26 September 2014
Event Marketing and Public Relations Strategies PDEMM-86002-2014-2-F	2:00 pm - 6:00 pm	Saturday 26 July; 16, 30 August; 13, 27 September; 18 October; 1 November 2014
	2:00 pm - 4:00 pm	8 November 2014
Event and Exhibition Management PDEMM-86001-2014-2-F	2:00 pm - 6:00 pm	Saturday 2, 9, 23 August; 6, 20 September; 11, 25 October 2014
	4:00 pm - 6:00 pm	8 November 2014 Please note that NO CLASS will be held on 4 October 2014
Management Report PDEMM-80007-2014-2-F	6:00 pm - 7:00 pm	<u>Briefing Session</u> Saturday, 26 July 2014

EXAMINATION

MODULE	TIME	DATE
Booth & Stage Design and Building Services Management	7:00 pm - 9:00 pm	Friday, 24 October 2014
Event and Exhibition Management	7:00 pm - 9:00 pm	Friday, 21 November 2014
Event Marketing and Public Relations Strategies	7:00 pm - 9:00 pm	Friday, 28 November 2014

CLASS AND EXAMINATION VENUE:

The Hong Kong Management Association
14/F Fairmont House
8 Cotton Tree Drive
Central
HONG KONG

MAP

VENUE

W Haking Management Development Centre
 The Hong Kong Management Association
 14/F Fairmont House
 8 Cotton Tree Drive, Central, HONG KONG

地點

黃克競管理發展中心
 香港管理專業協會
 香港中環紅棉路八號
 東昌大廈十四字樓

