

TAILOR-MADE EVENT SERVICES



Connect with our HR Community!



Reach out our 5,000 members of whom around 500 are corporate members

Webinar/ Seminar

Services covering pre-event management, onsite support and post-event follow up



HR leaders and practitioners

☎ 2837 3829 / 2837 3822

✉ project@hkihrm.org

Thematic Event

Format includes keynote presentations, panel discussions, networking sessions and workshops.



CHROs / HR Directors / Heads

☎ 2837 3823 / 2837 3820

✉ specialprojects@hkihrm.org



TOPICAL SHARING

You can decide the event theme to suit your business needs, e.g. ESG, Employee Wellness

For details, please refer to the rate card.



Tailor-made Event Services Coverage

Webinar/ Seminar (1-hour)	
Basic Package Price: HK\$32,000 (Member) / HK\$38,000 (Non-member)	
Webinar: Expect 150+ RSVP	Seminar: Expect 50+ RSVP
Pre-event	<ul style="list-style-type: none"> • Prepare marketing materials based on the topic, content and visual provided by co-host/ business partner • Promotion through HKIHRM platforms (e.g. EDM, eNewsletter, website, social media, etc) • Follow-up on participant enquiries • Registration confirmation with webinar/ seminar details
During Event	<ul style="list-style-type: none"> • Seminar venue provided and managed by HKIHRM • Host the event with a facilitator for introduction and Q&A session • Zoom platform/ event onsite management and technical support
Post-event	<ul style="list-style-type: none"> • Thank you email to participants with evaluation survey and presentation materials attached (upon agreement with presenter) • Basic survey analysis and share it with co-host/ business partner • Other follow-up items as agreed
Top-up Service (Webinar)	Additional HK\$3,300 for every extra 50 RSVP
Top-up Service (Seminar)	Additional HK\$11,000 for every extra 50 RSVP



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Thematic Event (2-hour)

Basic Package Price: HK\$66,000 (Member) / HK\$80,000 (Non-member)
 (excluding costs of venue rental, F&B, venue setup and others expense out of services scope)

Format	<ul style="list-style-type: none"> • Breakfast meeting • Roundtable luncheon • Cocktail reception
Target Clients	Expect 25+ CHROs/ HR Directors or Heads with specific industry / job level (If actual attendee no. could not reach 25, a complimentary eDM will be sent to all HKIHRM members)
Pre-event	<ul style="list-style-type: none"> • Topic and synopsis to be provided by client • Prepare marketing materials based on the topic • Personalised invitations and follow up to targeted attendees • RSVP management
During Event	<ul style="list-style-type: none"> • On-site support (event MC, registration, technical support, etc)
Post-event	<ul style="list-style-type: none"> • Participant follow-up with evaluation survey • Post-event social media post
Top-up Service	<ul style="list-style-type: none"> • Additional HK\$5,500 for every extra 5 RSVP • Additional HK\$22,000 for each speaker invitation



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Tailor-made Event Services - Booking Form

Contact Information

Company	:				
Address	:				
Contact Person	:		Title	:	
Email	:		Tel	:	
HKIHRM Membership No.	:		<input type="checkbox"/> Non-member		

Package

Please "✓" the appropriate box to indicate your preferred package.

Webinar / Seminar	
<input type="checkbox"/> 1-hour Seminar (Basic Package, Expected 50+ RSVP)	HK\$ 32,000 (Member)
<input type="checkbox"/> 1-hour Seminar (Basic Package, Expected 50+ RSVP)	HK\$ 38,000 (Non-member)
<input type="checkbox"/> 1-hour Webinar (Basic Package, Expected 150+ RSVP)	HK\$ 32,000 (Member)
<input type="checkbox"/> 1-hour Webinar (Basic Package, Expected 150+ RSVP)	HK\$ 38,000 (Non-member)
<input type="checkbox"/> Extra _____ RSVP for Seminar	HK\$ 11,000 per 50 RSVP
<input type="checkbox"/> Extra _____ RSVP for Webinar	HK\$ 3,300 per 50 RSVP
Thematic Event	
<input type="checkbox"/> 2-hour Thematic Event (Basic Package, Expected 25+ RSVP)	HK\$ 66,000 (Member)
<input type="checkbox"/> 2-hour Thematic Event (Basic Package, Expected 25+ RSVP)	HK\$ 80,000 (Non-member)
<input type="checkbox"/> Extra _____ RSVP	HK\$ 5,500 per 5 RSVP
<input type="checkbox"/> Speaker invitation, no. of speaker(s): _____	HK\$ 22,000 each

Personal Data Collection Statement

1. Clients' personal data is collected and kept for processing the HKIHRM event service booking purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.
2. The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g., special offers and discounts) for HKIHRM events, activities, training programmes, awards, surveys and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box.

I have read, understood, and agreed to all the details of the above declaration.

Signature	:		Date	:	
Name	:		Title	:	
Company	:				

Company Stamp :