

Postgraduate information seminar series in Hong Kong Exclusive opportunity

The Postgraduate information seminar series aims to take advantage of the peak enquiry season for postgraduate studying the UK. Based on positive feedback from students and attending institutions, we are offering this opportunity to **ONE** institution again this year, with date, time and venue of the sessions as follows:

	Date	Time	Venue
Friday	15 November, 2013	7.00-9.00p.m.	British Council Hong Kong
Thursday	21 November, 2013	7.00-9.00 p.m.	British Council Hong Kong

Institution representatives are invited to conduct a **generic** session about postgraduate study in the UK, followed by individual consultations on each of the above two dates.

Duration	Seminar	Speaker
30 minutes	Postgraduate study in the UK Introduction of PG opportunities in the UK, types of qualifications, institutions available, application process, visa application, etc	Representative from British Council
30 minutes	Postgraduate study in the UK A specific aspect of PG study in the UK, for example: <ul style="list-style-type: none"> • Scholarship opportunities • Making a successful application for PG study • Other topic suggestions proposed by institutions for consideration 	Representative from UK institution
30 minutes	Individual consultations	Representatives from the British Council and UK institutions

The Postgraduate information seminar series will be supported by full-page education supplements, where participating institutions will be featured prominently.

The availability of the above slots is on a first come first served basis, so please get in touch with us by **4 October, 2013** to take advantage of this opportunity.

If you have academics intending to travel to Hong Kong during November outside of the above dates and would like to leverage the promotion of our Postgraduate information seminar series, we would be able to arrange a seminar session for your institution exclusively, subject to availability of venue.

Interested institutions that are unable to come physically to Hong Kong are still able to gain media exposure through participating in our **full-page themed education supplement** with mass-circulation local print media.(110mmW x 100mmH)

Space will be limited, so contact us by 4 October to secure your participation. Don't miss this chance to reach out to a mass audience during this key time.

Participation fee and criteria

Fee

a. Postgraduate information seminar series (Information session plus feature story within British Council themed education supplement)

GBP 950 + VAT includes exclusive information seminar presentation, consultation session after the seminar and all relevant promotions including feature within a full-page education supplement in mass-circulation local newspaper in November.

b. Feature story in British Council themed education supplement

GBP 700 + VAT per institution for participation within British Council full-page education feature in mass-circulation local newspaper in November.

Examples of media that will be chosen by the British Council for the education feature are as follows:

Media	Circulation
Sing Tao Daily	100,000
Ming Pao	97,297

Cancellation deadline

Cancellation fees will be charged for withdrawal from the information sessions series and education supplement, as of the date of receipt of notice of withdrawal:

At 50 per cent of the full cost for withdrawals received on or after 27 September 2013

At 100 per cent of the full cost for withdrawals received on or after 4 October 2013

How to apply

Please complete the application form below and return it by 4 October, 2013 to:

Anna Lee

Marketing Services Manager, Education

British Council

3 Supreme Court Road

Admiralty, Hong Kong

Email: anna.lee@britishcouncil.org.hk

Application form for Postgraduate information seminar series**Name of institution*:** _____

(*This format will be used in all publicity)

Main contact : _____**Telephone:** _____**Fax:** _____**E-mail:** _____**Contact address:**

- Option A - Postgraduate information seminar series (Information seminar, consultation session after the seminar and feature story within British Council themed education supplement) at the cost of GBP950+VAT**

Please tick the session that your institution wishes to participate in:

- Friday 15 November 2013
 Thursday 21 November 2013

Proposed topic for seminar:
_____**Proposed subject/theme that your institution wishes to showcase in our education feature:**

- Option B – Feature story in the British Council themed education supplement at the cost of GBP 700 +VAT**

Proposed subject/theme that your institution wishes to showcase in our education feature:

DECLARATION

I confirm that the above named organisation does want to take part in the Postgraduate information seminar series. (Options ticked above). I understand that if this application is accepted that the terms and conditions listed below will form a binding contract between this organisation and the British Council.

Signature of applicant

Organisation's stamp

Date

Completed application form must reach the address below on or before 4 October 2013 by fax or e-mail.

Anna Lee
Marketing Services Manager, Education
British Council
3 Supreme Court Road
Admiralty, Hong Kong
Email: anna.lee@britishcouncil.org.hk

Content of advertisement (Please type)

Due to limited space, please provide **no more than 80 words** for each advertisement. Please send a high resolution black and white logo of your institution to exhibition@britishcouncil.org.hk. All artwork and film will be produced locally.

Feature information (Please type)

Please provide some photos together with information that is relevant to your featured topic and e-mail to exhibition@britishcouncil.org.hk. The writer may contact you for further information/quotes.

Data Protection Notice

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Visual Material Details

Subject (print name)	Content or Images for Advertisement/ Supplement	Originating British Council dept or country office (print name)	British Council, Hong Kong
Commissioning officer (print name)	Anna Lee Marketing Services Manager, Education	Photographer or Video maker (print name)	

Description of Visual Material(s)

Consent

I have read the above and consent to the use of my visual material(s) as stated.

Name (print name)	Signature
Date	

(If you are under sixteen years of age please ask your parent/guardian to read the above information and sign the consent below.)

Parent/legal guardian: I have read the above and consent to the use of my child's visual material(s) as stated.

Name (print name)	Signature
Date	

Please return this form to your local British Council office.

1. **Accredited Institutions**
2. **Participation fee and format**
3. **Cancellation**
4. **Payment schedule**
5. **Acceptance**
6. **Code of Professional Standard and Ethics**
7. **Typhoon and rainstorm procedures**

1. **Accredited Institutions**

All participating institutions must be accredited by a recognised UK authority.

2. **Participation fee and criteria**

- **Postgraduate information seminar series (Information session and feature story within British Council themed education supplement)**
 - **GBP 950 per institution covers seminar venue booking, arrangement and all relevant promotions including feature within a full-page education supplement in**
 - **mass-circulation local newspaper in November**
- **Feature story in British Council themed education supplement**
 - **GBP 700 per institution for participation within British Council full-page education feature in mass-circulation local newspaper in November.**

3. **Cancellation**

Cancellation fees will be charged as of the date of receipt of notice of withdrawal.

The following cancellation charges will be applied:

- 50 per cent of the full event cost for withdrawals received on or after 27 September 2013.
- 100 per cent of the full event cost for withdrawals received on or after 4 October 2013.

Notice of withdrawal must be supplied in writing. If faxed it should be followed by the original copy being sent by post authorised by an original signature.

4. **Payment schedule**

Event participants will be invoiced for the event by the British Council in Hong Kong. Terms of payment are within thirty days of the invoice date.

5. **Acceptance**

An acceptance letter will be sent to all applicants once the signed application form is received.

6. **Code of Professional Standard and Ethics**

All institution representatives must abide by the Education UK Partnership *Code of Professional Standards and Ethics*, and adhere to the British Council *Events Policy*. (<http://www.britishcouncil.org/eumd-exhibitions-terms-and-conditions.htm>).

7. Typhoon and rainstorm procedures

Hong Kong's typhoon warning signals are:

Number 1	stand-by
Number 3	strong wind
Number 8	gale or storm force wind
Number 9	gale or storm force wind increasing
Number 10	hurricane force wind

Rainstorm warning codes are:

Amber	50mm of rain are expected to fall during the next six hours or so
Red	heavy rain has started to fall and 50mm of rain have been recorded so far
Black	100mm or more of rain has been recorded within the past two hours or less

If the Hong Kong Observatory hoists a typhoon or a rainstorm warning before or during the event, representatives should follow these procedures:

- If the number 8 (or above) typhoon / black rainstorm is hoisted within 2 hours before the opening hours i.e. at or after 5.00 p.m., the event will not open and representatives should not come to the venue.
- If the typhoon signal number 8 is hoisted during the event opening hours, a public announcement will be made to advise all students and representatives to leave the hall immediately.
- If a black rainstorm signal is hoisted during the event, all representatives and visitors should remain in the building for their own safety reasons.
- If typhoon number 8 / black rainstorm signal is lowered before or at 5.00 p.m., the event will be opened as scheduled.
- If typhoon number 8 / black rainstorm signal is lowered after 5.00 p.m., the event will not be opened until the next day (if applicable).