

HKSID Education Fund Application and Approval Protocol

In the 90th HKSID Council Meeting on 23/9/2014, it was agreed that with effective from 1/1/2015 onwards, the application of HKSID Education Fund to attend overseas conferences will be processed according to the following protocol.

- Eligibility: HKSID members who possess membership ≥ 6 months
- Each applicant is only permitted to receive such sponsorship once a year
- For the same conference, only 2 applications will be accepted under normal circumstances
- Regional conferences (e.g. China, Southeast Asia): maximum sponsorship \$20,000
- International conferences (e.g. USA, UK, Europe, Australia): maximum sponsorship \$40,000
- The applicant will be reimbursed the pre-approved amount as a lump sum upon receipt of the invoices (transport, accommodation, conference registration fee) and the conference attendance certificate after his/her return
- The most economic mean for travel is advised. Quotation from 2 agents is required
- Annex I provides *references* on reasonable rates of subsistence payment per night in different regions for applicants

Timeline	Action
≥ 8 weeks before the conference date	Open call for application. A final announcement will be made at around 8 weeks prior to the conference via mass email and in the "notice to member" on the HKSID website
6 weeks before the conference date	Close application
4 weeks before the conference date	Decision announced by the Council. The decision-making process will be based on a pre-existing Scoring System

Scoring System

✚ Every application received will be processed and rated according to the same *Scoring System*. The application which receives the highest score will have the priority for sponsorship.

- Active participation (e.g. poster/oral presentation, giving lecture, chairman of session) **[2 scores]**
- A registered trainee for High-Physician Training in the Specialty of Infectious Diseases in the Hong Kong College of Physicians **[2 scores]**
- Planned active contribution to HKSID activities in the next 12 months (e.g. speaker for a HKSID organized or co-organized meetings) **[1 score]**
- Conferences with higher priority **[1 score]**

List of conference (*subject to regular renewal*)

1. ECCMID – Europe
2. CROI – USA
3. IAS (*International AIDS conference*) -- Asia/Europe/USA
4. ICAAC --- USA
5. ID week --- USA
6. APCCMI *Asia-Pacific Congress of Clinical Microbiology and Infection* – Asia
7. EACS (*European AIDS Society*) or *HIV Drug Therapy* , alternate years -- Europe

How to apply

Applicants shall send the application (annex II) via email to the Secretary secretary@hksid.hk no later than 8 weeks before the conference.

By HKSID Council

Nov 2014

Annex I

Reference rate of subsistence payment for training outside Hong Kong (Source: HA, 2011) *(subject to regular renewal)*

Countries	Rate per night
USA	US\$182
UK	GBP84
Europe	HK\$1,382
SE Asia	HK\$834
China	RMB1,038
Japan	JPY26,880
Australia	A\$238
Canada	C\$188

