



Ref:2018.04

P.1

Continuing Professional Development Scheme for Tourist Guides Seminars on Professional Ethics (May - June 2018)

(I) Timetable

Code of seminar	Date	Time	Topic
CPD201805	21-05-2018 (Mon)	6:30 - 9:30 pm	Legal Knowledge Relating to the Travel Industry
CPD201805B	25-05-2018 (Fri)	2:30 - 5:30 pm	Theft prevention tips for inbound tourists + Skills on Traffic and Crowd Control
CPD201806	27-06-2018 (Wed)	6:30 - 9:30 pm	Legal Knowledge Relating to the Travel Industry
CPD201806B	15-06-2018 (Fri)	2:30 - 5:30 pm	Theft prevention tips for inbound tourists + Skills on Traffic and Crowd Control

(II) Details

- a) Target : Those who need to complete the Continuing Professional Development Scheme for Tourist Guides
- b) Venue : Room 1809, 18/F, Fortress Tower, 250 King's Road, North Point, H.K.
- c) Fee : HK\$50 per person
- d) Language : Cantonese (Those who do not understand Cantonese may call 2969-8199 for special arrangements)

(III) How to apply

- a) Complete and return the enrolment form together with a crossed cheque for HK\$50 by post or in person. Cheques should be made payable to "Travel Industry Council of Hong Kong". Cash will be accepted for submission of enrolment forms in person only. Please do NOT post cash.
- b) Admitted applicants will be issued with a receipt as confirmation. No refund will be made once an applicant is admitted.
- c) Applicants who do not receive any receipt or notice from the TIC within 7 days after the submission of application by post may contact the TIC Industry Training Department on 2807-1199 during office hours.
- d) Enrolment is on a first-come-first-served basis.
- e) Reservations by fax or phone will NOT be accepted.
- f) Absentees who can produce a certificate issued by a recognized medical practitioner within 3 days after the seminar for sick leave, or a written notice at least one day in advance for official leave will be entitled to free admission to the seminar that follows. Otherwise, resubmission of enrolment form and admission fee is required.



(IV) **Important notes**

- a) Participants attending this seminar will be regarded as having fulfilled one of the three requirements of the 'Continuing Professional Development Scheme for the Tourist Guides': **Professional ethics – specialized seminars or workshops.**
- b) Participants must show their **Tourist Guide Pass / HKID card** for identity verification and registration when attending the seminar.
- c) Participants' every exit and re-entry time of the seminar venue will be recorded. Having left the venue for **over 20 minutes** (including lateness and early leave) will be regarded as being **absent**.
- d) Signing in for others is strictly prohibited. Any illegitimate attendance record will be cancelled and no refund will be made.
- e) Participants are expected to be punctual and stay throughout the seminar. No mobile phone should be used in the seminar venue, and all electronic devices that can emit sound must also be switched **OFF**.

(V) **Bad weather arrangements**

- a) When Tropical Cyclone No. 3 or below, or Amber / Red Rainstorm Warning Signal is in force, the seminar will continue as scheduled.
- b) When Tropical Cyclone Pre-No. 8 / No. 8 or above, or Black Rainstorm Warning Signal is in force, the seminar will be postponed.
- c) If Tropical Cyclone Pre-No. 8 / No. 8 or above, or Black Rainstorm Warning Signal is in force when the seminar is in session, the activity will continue until the end.
- d) If Tropical Cyclone Pre-No. 8 / No. 8 or above, or Black Rainstorm Warning Signal is cancelled three hours before the seminar starts, the activity will be held as scheduled.

(VI) **Enquiries**

For any enquiries, please contact the TIC Industry Training Department on 2807-1199 during office hours.

Office hours:

Mondays to Fridays	9 am – 1 pm; 2 pm – 5:30 pm
Saturdays	9 am – 1 pm
Sundays and public holidays	Closed



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導遊核證制度

Tourist Guide Accreditation System

導遊持續專業進修計劃

Continuing Professional Development Scheme for Tourist Guides

專題講座報名表格

Specialized Seminar Enrolment Form

登記費 Registration fee: HK\$50.-

現金 Cash / 支票號碼 Cheque No.: _____

收據編號 Receipt No.: _____ (由議會職員填寫 For official use only)

姓名 Full name (英文 In English)	
(中文 In Chinese)	
香港身份證號碼 HKID card no.	
導遊證編號 Tourist Guide Pass no.	
導遊證有效期至 Pass valid until	
手機號碼 Mobile phone no.	
電郵地址 Email address	
講座編號 Code of seminar	<input type="checkbox"/> CPD201805 : 21-05-2018 (星期一 Mon) 6:30 – 9:30 pm ; 或 or <input type="checkbox"/> CPD201805B : 25-05-2018 (星期五 Fri) 2:30 – 5:30 pm ; 或 or <input type="checkbox"/> CPD201806 : 27-06-2018 (星期三 Wed) 6:30 – 9:30 pm ; 或 or <input type="checkbox"/> CPD201806B : 15-06-2018 (星期五 Fri) 2:30 – 5:30 pm

聲明書 Declaration :

- 本人(申請人)明白並同意報名一經被接納，將不獲退還有關款項。
I, the applicant, understand and agree that no refund will be arranged once this application has been accepted.
- 本人同意遵從有關上述活動的所有規定，並明白離開會場(包括遲到及早退)超過二十分鐘者，將當缺席論。
I agree to comply with all the rules and regulations relating to the above function and understand that having left the venue for over 20 minutes (including lateness and early leave) will be regarded as being absent.
- 本人同意議會以任何形式(包括手機短訊、電郵、傳真及郵寄等)向本人發放議會資訊。
I agree to receive information from the TIC by any means (including SMS, email, fax, post, etc.).
- 本人證明以上所填資料正確無誤。如本人之聲明有何失實之處，貴會有權取消本人之申請資格。
I hereby declare that the information provided in this form is true and correct. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made.

申請人簽署 Signature : _____

日期 Date : _____