Continuing Professional Development Scheme for Tourist Guides
Seminars on Professional Ethics
(Oct – Nov 2019)

(I) Timetable

<table>
<thead>
<tr>
<th>Seminar code</th>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD201910</td>
<td>18-10-2019 (Fri)</td>
<td>2:30 - 5:30 pm</td>
<td>Updates for Geopark + Skills on Traffic and Crowd Control</td>
</tr>
<tr>
<td>CPD201911</td>
<td>18-11-2019 (Mon)</td>
<td>6:30 - 9:30 pm</td>
<td>Legal Knowledge Relating to the Travel Industry</td>
</tr>
</tbody>
</table>

(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
## Tourist Guide Accreditation System

### Continuing Professional Development Scheme for Tourist Guides

### Specialized Seminar Enrolment Form

<table>
<thead>
<tr>
<th>Registration fee: HK$50-</th>
<th>□ Cash / □ Cheque No.: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt No.:</td>
<td>____________________________</td>
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<tr>
<td>(For official use only)</td>
<td></td>
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</tbody>
</table>

### Enrolment Form Details

<table>
<thead>
<tr>
<th>Full name (In English)</th>
<th>(In Chinese)</th>
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<tbody>
<tr>
<td>HKID card no.</td>
<td></td>
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<tr>
<td>Tourist Guide Pass no.</td>
<td></td>
</tr>
<tr>
<td>Pass valid until</td>
<td></td>
</tr>
<tr>
<td>Mobile phone no.</td>
<td></td>
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<tr>
<td>Email address</td>
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### Seminar Details

<table>
<thead>
<tr>
<th>Code of seminar</th>
<th>18-10-2019 (Fri) 2:30 – 5:30 pm</th>
<th>18-11-2019 (Mon) 6:30 – 9:30 pm</th>
</tr>
</thead>
</table>

### Declaration

1. I, the applicant, understand and agree that no refund will be arranged once this application has been accepted.

2. 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 or early leave) will be regarded as being absent.

3. I agree to receive information from the TIC by any means (including SMS, email, fax, post, etc.).

4. 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.

Signature: ____________________________  Date: ____________________________