



Ref: 2021.10

Continuing Professional Development Scheme for Tourist Guides Seminars on Professional Ethics (July 2022)

(I) Timetable

Seminar code	Date	Time	Topic
CPD202228	2022-07-14 (Thursday)	2:30 - 5:30 pm	Honest Tourist Guides & Professional ethics

(II) Details

- a) Target : Those who need to complete the Continuing Professional Development Scheme for Tourist Guides
- b) Venue : Webinar on Zoom
- c) Fee : HK\$50 per person
- d) Language : Cantonese

(III) How to apply

- a) Complete and return the enrolment form together with a crossed cheque for HK\$50 by post or in person. Crossed 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 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 working 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 or e-mail will NOT be accepted.
- f) Absentees who can produce a certificate issued by a registered medical practitioner within 3 working days after the seminar for sick leave, or a company letter at least one working day in advance for business commitment will be entitled to free admission to the seminar that follows. Otherwise, re-submission of enrolment form and admission fee is required.



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(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 – specialised 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) Terms and conditions for webinar

- a) All participants are compulsorily required to turn on webcam/front camera on mobile phone throughout the webinar and they will be contacted by the TIC staff if he/she is not seen on webcam/front camera on mobile phone over 5 minutes;
- b) Participants who are late for the webinar, are not seen on webcam/front camera on mobile phone and take early leave from the webinar for 20 minutes in total will be marked absent without refund;



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- c) All participants are compulsorily required to rename their login name to his/her full name or TG Pass number for identification when he/she joins the webinar. If he/she finds it difficult to rename his/her login name, he/she must write down his/her full name on a piece of paper and show it to webcam/front camera on mobile phone throughout the webinar;
- d) For the purpose of identification, all participants are strictly prohibited to wear a surgical mask, a hat, a cap, a scarf, sunglasses and anything that cover his/her entire face or part of his/her face throughout the webinar. Impersonation is strictly prohibited. The participant allowing himself/herself to be impersonated will be regarded as being absent from the webinar without refund;
- e) All participants are compulsorily required to set their mobile phones and electronic/communication devices into silent mode before joining the webinar. If a participant's mobile phone and/or electronic/communication device emit any sound during the webinar, for the first time, a verbal warning will be given. The participant will be marked absent from the webinar if his/her mobile phone and/or electronic/communication device emit any sound for the second time;
- f) Roll-call is taken before the start, in the middle, after the break, and at the end of the webinar;
- g) All participants may be requested to raise hands at irregular intervals throughout the webinar to ensure full attendance;
- h) All participants are compulsorily required to attend the webinar in a safe environment. If the TIC finds that a participant attends the webinar in a dangerous environment, such as driving a vehicle, he/she will be regarded as being absent from the webinar without refund;
- i) Except in Q & A session, all participants are compulsorily requested to keep quiet and stay attentive throughout the webinar, and comply with the instructions of the TIC staff at all times;
- j) The TIC shall take screenshots of all participants during webinar as attendance record. By participating in the webinar, you consent to being screenshotted, and your images and sounds being recorded by the TIC as attendance record;



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- k) All course content is copyrighted by the TIC or co-organisers and is strictly prohibited to be reproduced, and distributed online and/or offline. The TIC reserves the right to pursue legal action.
- l) All participants are strictly prohibited to take screenshots, photo, audio and video recording, and distribute these images, audio and video recording online and/or offline. The TIC reserves the right to pursue legal action;
- m) The TIC reserves the right to amend at any time and interpret all the above-mentioned terms and conditions without prior notice. In case of any disputes, the decision of the TIC shall be final; and
- n) If there is any inconsistency or conflict between the English and Chinese version of these terms and conditions, the English version shall prevail.

Non-compliance with the above-mentioned terms and conditions will be regarded as being absent from the webinar

(VII) 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, 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

Specialised Seminar Enrolment Form

費用 Fee: HK\$50.- 現金 Cash / 劃線支票號碼 Crossed 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 E-mail address	
講座編號 Code of seminar	<input type="checkbox"/> CPD202228 2022-07-14 (Thursday) 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，並明白離開講座平台（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 webinar platform 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, e-mail, 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.
- 本人同意議會有絕對權力解釋報名表格內所載條款及接受議會所作的一切決定。
I agree that the TIC has the absolute power to interpret the terms and conditions stipulated on the enrolment form and accept all decisions made by the TIC.

申請人簽署 Signature : _____

日期 Date : _____