

The Chartered Institution of Building Services Engineers

Hong Kong Branch Correspondence Address:

Room 5, Unit C, 20/F, Ford Glory Plaza, 37-39 Wing Hong Street, Cheung Sha Wan,
Kowloon, Hong Kong



CIBSE
Hong Kong

英國屋宇裝備工程師學會

香港分會通訊地址：香港九龍長沙灣永康街 37 至 39 號福源廣場 20 樓 C05 室

Tel: +852 8203 3995

Fax: +852 2905 6755

Email: secretariat@cibse.org.hk

Web Site: <http://www.cibse.org.hk>

XXX company

Dear Sir/Madam,

CIBSE Seminar on Best Practice in High Performance Buildings 24th August 2018 (Fri) at HKSTP InnoCentre

We write to solicit support from your prestigious organization for sponsoring the above Seminar

You are invited to consider the following sponsorship packages.

Exhibition Booth at **HK\$5,000**

The arrangement of the booth together with a table provided for the exhibitor to display their product catalogues and/or samples is shown on the attached layout. Sponsors are also welcome to erect their own booths to suit their exhibition. However, it will be subject to the acceptance of the Organizing Committee. The sponsor company logo will be posted on the promotion flyer.

The number of available booths is limited to **TWO** and the acceptance of this sponsorship will be determined by the Organizing Committee.

We anticipate about **100-120** professionals will attend this One-day Seminar which has been serving as a continuous professional development event for our fellow engineers and our partners working in the Building Services industry.

To confirm your sponsorship, we would be grateful if you would sign the reply form and return it to us by e-mail secretariat@cibse.org.hk **ON/BEFORE 27 July 2018**. The name of your company and your company logo will be printed on the technical proceedings and posted on the promotion flyer of the Seminar.

We would also contact you shortly to follow up with you regarding the sponsorship. Should you require any assistance on the advertisement, please contact our Technical Activities Coordinator Mr Vincent Ma at Tel.: 852-2291 5601 or Ms Rainbow Lai at Tel.: 852-8203 3995.

Looking forward to receiving your generosity and support.

Yours sincerely,

Mr Stanley Chow
Chair
CIBSE Hong Kong Branch (2018-19)

Encl. - Reply Form

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SPONSORSHIP REPLY FORM FOR CIBSE Seminar on Best Practice in High Performance Buildings

To: Ms. Rainbow Lai (CIBSE HK Branch Secretariat)

Email: secretariat@cibse.org.hk

We, _____ (Company Name), would like to sponsor the above CIBSE Seminar with the following.

| Amount | Details |
|-----------|----------------------|
| HK\$5,000 | One Exhibition Booth |

Payment Method:

Please kindly

1. Email this Reply Form to secretariat@cibse.org.hk ON/BEFORE **20 July 2018** for registration.
2. Make the Cheque payable to **“The Chartered Institution of Building Services Engineers Hong Kong Limited”**.
3. Send the Cheque to – The Chartered Institution of Building Services Engineers Hong Kong Branch
Room 5, Unit C, 20/F, Ford Glory Plaza, 37-39 Wing Hong Street, Cheung Sha Wan, Kowloon, Hong Kong
Attn.: Ms. Rainbow Lai (CIBSE HKB Secretariat. At the back of the Cheque, please kindly state “CIBSE Seminar Sponsorship”, Name of your organization, Contact person, and Contact no”.