

**CPD & Training Event Proposal**

Event Title	
Nature	
CPD Hours	
Target	
Capacity	
Co-organizer (if applicable)	
Supporter (if applicable)	
Date, Time and Venue	
Speaker(s) (if applicable)	
Programme Highlight	
Committee/Team	
Proposer, Contact and Date	
Fee for Member	
Fee for Non-Member	
Enrollment Administer	
Promotion	
Event Manager	
Approval (Sign/Name/Date)	

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Acknowledge Date	
Event Handled By	
Actions	
Remarks	

Remark:

The Event Manager shall prepare the followings upon completion:

1. Summary with photos, for newsletter, if applicable
2. Attendance record
3. Final Account
4. Confirmation of trainer's permission of uploading the materials onto HKICM website, if applicable.



CPD & Training Event Proposal < Sample >

Event Title	Technology Embrace in Safety Engineering
Nature	Seminar
CPD Hours	2
Target	M / A / SM / S
Capacity	50
Co-organizer (if applicable)	The Society of Safety Practitioners
Supporter (if applicable)	City U
Date, Time and Venue	9 Sept 2014 (Fri), 1900-2100, Tai Man Theatre
Speaker(s) (if applicable)	Mr. Kelvin Lee, RSA, RSO, MSc Director of ANC Safety Consultants Chairman of SSP
Programme Highlight	To bring along some innovative ideas on mindset change and technology embrace in safety engineering, and thus to reduce the chance of accidents so as to foster a better and safer environment.
Committee/Team	Safety Committee
Proposer, Contact and Date	Cr Jimmy Wong, 90238476, ccchan@hotmail.com.hk 4/4/2014
Fee for Member	Member \$100; Early-bird \$80: registration before 31/7/2014.
Fee for Non-Member	Non-Members \$150 Early-bird \$130: registration before 31/7/2014.
Enrollment Administer	By the General Office
Promotion	Email with Flyer
Event Manager	Cr Jimmy Wong, 90238476, ccchan@hotmail.com.hk Supported by: Cr LT Lee
Approval (Sign/Name/Date)	CPD Committee Chairman

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Acknowledge Date	16 Apr 2014
Event Handled By	CC Chan
Actions	Prepare Flyer – 10/5/14 Email to member – 20/5/14, 20/6/14
Remarks	