



## 2024 Annual Conference of In-House Lawyers Monday, 9 September 2024

**Theme: Strategic Positioning of Hong Kong Lawyers**

### Sponsorship packages

Our four sponsorship categories can help your business maximise its exposure and connect with diverse and engaged audience. They are **(A) Emerald Sponsor, (B) Diamond Sponsor, (C) Platinum Sponsor, and (D) Premier Sponsor**. Details of the sponsorship packages are as follows:

	<b>(A) Emerald</b>	<b>(B) Diamond</b>	<b>(C) Platinum</b>
<b>Sponsorship amount in cash (HKD)</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>\$25,000</b>
<b>Sponsor booth at event venue</b>	Yes	Yes	-
<b>Complimentary seats at VIP lunch (for guests, speakers and Law Society officials)</b>	6 seats	2 seats	-
<b>Complimentary passes to attend the conference at the event venue</b>	15 passes	4 passes	2 passes
<b>Complimentary passes to attend the conference over Zoom</b>	30 passes	10 passes	5 passes
<b>Logo on event banner and conference brochure</b>	Large size	Medium size	Small size
<b>Logo in official social media posts published for the conference</b>	Large size	Medium size	Small size
<b>Advertising material for inclusion in the conference brochure</b>	Two A4 pages (spread page)	One A4 page	Half an A4 page
<b>Circulation of sponsor materials among participants after event (in one single Adobe PDF file)</b>	Maximum 10 pages	Maximum 4 pages	Maximum 2 pages

(D) Premier

	Meeting Room(s) at the Hong Kong Convention and Exhibition Centre (“HKCEC”)				
Item	N104/N105/N106/ N108/N109/N110	N107	N104+N105 / N109+N110	N107+N106 / N107+N108	N106+N107+N108
Sponsorship amount in cash (HKD)	\$60,000	\$80,000	\$84,000	\$98,000	\$140,000
Sponsorship amount in cash (HKD) [30% discount exclusively for law firms]	\$42,000	\$56,000	\$58,800	\$68,600	\$98,000
Usage of the designated meeting room(s) for organising CPD seminar during the lunch break of the Conference (12 noon to 2 pm), covering the following items: - Room rental ( <i>please refer to the <a href="#">floor plan</a> for layout of the rooms.</i> ) - One projector & one projector screen - Two wireless handheld & four wired microphones - Stage & podium	Yes	Yes	Yes	Yes	Yes
(A) No. of room(s)	1	1	2 (can be combined into 1)	2 (can be combined into 1)	3 (can be combined into 1)
(B) Maximum seating capacity	36	76	72	112	148

<b>Sponsor booth at event venue (located outside the designated meeting room)</b>	Yes	Yes	Yes	Yes	Yes
<b>Complimentary seats at VIP lunch (for guests, speakers, sponsors and Law Society officials)</b>	2 seats	2 seats	4 seats	4 seats	6 seats
<b>Complimentary passes to attend the conference at the event venue</b>	4 passes	4 passes	8 passes	8 passes	12 passes
<b>Complimentary passes to attend the conference over Zoom</b>	10 passes	10 passes	20 passes	20 passes	30 passes
<b>Logo on event banner and conference brochure</b>	Small size	Small size	Small size	Small size	Small size
<b>Logo in official social media posts published for the conference</b>	Small size	Small size	Small size	Small size	Small size
<b>Advertising material for inclusion in the conference brochure</b>	Half an A4 page	Half an A4 page	One A4 page	One A4 page	Two A4 pages
<b>Circulation of sponsor materials among participants after event (in one single Adobe PDF file)</b>	Maximum 2 pages	Maximum 2 pages	Maximum 4 pages	Maximum 4 pages	Maximum 6 pages





## **Sponsorship application form**

Please complete in BLOCK CAPITALS and return a scanned copy to [inhouselawyers@hklawsoc.org.hk](mailto:inhouselawyers@hklawsoc.org.hk) by **Friday, 28 June 2024**.

Name of sponsor (name of firm/organisation)	
Name of contact point	
Title of contact point	
Contact number	
Email	
Mailing address	
Sponsorship package	<p>Please tick the right box below.</p> <p><input type="checkbox"/> Emerald      <input type="checkbox"/> Diamond      <input type="checkbox"/> Platinum</p> <p><input type="checkbox"/> Premier*: (a) N104 / (b) N105 / (c) N106 / (d) N108 / (e) N109 / (f) N110*</p> <p><input type="checkbox"/> Premier: N107</p> <p><input type="checkbox"/> Premier*: (a) N104+N105 / (b) N109+N110</p> <p><input type="checkbox"/> Premier*: (a) N107+N106 / (b) N107+N108</p> <p><input type="checkbox"/> Premier: N106+N107+N108</p> <p><i>*Please indicate your preference of the room(s) by circling the room number(s).</i></p>

I have read the Terms and Conditions of Sponsorship ("T&Cs") and Personal Information Collection Statement ("PICS") in the following pages. By signing below, I confirm on behalf of my firm/organisation that we understand and agree to abide by the provisions therein.

Authorised signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

(For law firm applicants, this form must be signed by a partner.)



## **Terms & Conditions of Sponsorship**

Unless otherwise specified, the following terms are applicable to all sponsors (including law firms and companies). All sponsorships are subject to the final approval of the Law Society, which has absolute discretion on selecting, accepting and declining sponsors as well as the final terms of the sponsorship.

### **(1) Sponsor materials**

The advertising and sponsor materials are prepared at the sponsors' own expense, and must be approved by the Law Society at least fourteen (14) days prior to the Conference.

### **(2) Terms of payment**

The sponsorship sum is to be paid by cheque within two weeks upon receipt of invoice. The cheque shall be made payable to "**The Law Society of Hong Kong**". The organiser reserves the right to reject any sponsors without further notice to the company in question should the full amount of the invoice have not been settled by the due date. Any objection or complaint in connection with the invoice must be submitted to the organiser in writing within eight (8) days of the date of the invoice.

### **(3) For Premier Sponsors only**

- (a) Premier Sponsors will be provided with a dedicated meeting room(s) during the Conference. The rooms will be equipped with basic equipment as listed in the sponsorship packages (the "Basic Setup"). Any additional equipment or services beyond the Basic Setup can be arranged with the venue through the Law Society but at the cost of the sponsor.
- (b) The meeting rooms will be allocated on a first-come, first-served basis.
- (c) Premier Sponsors are permitted to use the meeting rooms for organising CPD seminars and/or sharing sessions for Conference participants only. Marketing activities conducted in the room may be subject to additional charge by HKCEC, and all such charges shall be borne by the sponsor. Sponsors are required to submit a plan for the activities to be conducted in the assigned meeting rooms to the Law Society for approval at least thirty (30) days prior to the Conference.
- (d) The meeting rooms shall be utilised in a professional manner and in compliance with all applicable laws, regulations and house rules of the HKCEC.



- (e) Non-Conference participants, save for working staff, are NOT allowed to access the Conference venue, including the meeting rooms assigned to Premier Sponsors.
- (f) Premier Sponsors shall maintain the meeting rooms in good order throughout the event. Any damage caused to the meeting rooms or its contents by the sponsor or their representatives will be the sole responsibility of the sponsor. The Law Society shall not be held liable for any associated repair cost, loss or damages, and shall be indemnified and held harmless from any claims or liabilities arising from the participation of the sponsors or their representatives in the Conference.

#### **(4) Cancellation of sponsorship**

- (a) The organiser reserves the right to cancel any agreed sponsorship if any one of the following occurs:
  - the sponsor fails to comply with the relevant payment obligations;
  - bankruptcy proceedings, out-of-court settlement proceedings and/or winding up proceedings against the sponsor is/are being carried out or are imminent; and/or
  - the sponsorship is not or no longer in keeping with the theme of the Conference.
- (b) No refund will be given under any circumstances save for the cancellation of the Conference by the organiser.

#### **(5) Event Cancellation, Force Majeure, Cogent Reasons**

If the event cannot be held as a result of force majeure, strikes, political events, fire, flood, typhoon, inclement weather or other cogent reasons, the sponsor shall not be entitled to raise any claims for damages of whatever kind against the organiser. Should the event be cancelled for other reasons, the sponsor agrees to waive any claims towards the organiser for loss of profits.



THE  
**LAW SOCIETY**  
OF HONG KONG  
香港律師會

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E-MAIL (電子郵件) : [sg@hklawsoc.org.hk](mailto:sg@hklawsoc.org.hk)  
HOMEPAGE (網頁) : <http://www.hklawsoc.org.hk>

## **Personal Information Collection Statement**

The personal data collected in this application form (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the purpose of processing your application for sponsorship at the 2024 Annual Conference of In-House Lawyers and other related purposes.

The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the application and approval process. The data may also be provided to other persons who may help the Society in attaining the purposes mentioned above. Any data that is provided to anyone outside of the Society will be restricted to what is necessary to achieve any intended purposes.

You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.

The Privacy Policy Statement of the Society is available on its website at [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk).