

## The Hong Kong Chartered Governance Institute Terms & Conditions - for Annual Convocation 2022

1. All properly completed enrolment applications, with necessary payment tender for paid events, constitute offers, and will normally, but at the discretion of HKCGI, be accepted on a first-come, first-served basis, subject always to the terms and conditions set out herein.
2. HKCGI's confirmation constitutes acceptance and NO REFUND/CANCELLATION/SUBSTITUTION will be entertained unless otherwise set out herein.
3. HKCGI reserves the right to change the presenter(s), date, time and venue. Any change of date, time and venue will be notified by email/SMS. HKCGI will allow cancellation and refund requests made within 24 hours of notification in relation to the change of date only.
4. There may be photography, filming and sound recording. By participating in the relevant HKCGI event, you consent to being photographed, filmed or otherwise recorded, and further consent to your images and recordings (which may include your images and sounds) being used by HKCGI in promotional materials, in addition to other usages under the Statement on Collection of Personal Data.
5. All copyright and other intellectual property rights in and to any photography, filming and sound recording at HKCGI events are hereby expressly reserved. Specially, no unauthorised recording or video taking by any electronic or other means by you shall be permissible.
6. By participating in this HKCGI event, you declare that you do not suffer from any infectious illness/disease that may be potentially passed on to other participants. HKCGI reserves, at all time, in the interest of safety and/or the safety of the other participants whether by reason of risk of passing on infectious illness/disease or otherwise, to determine your continued participation in an event and the decision of HKCGI will be final.
7. In case you suffer any disability, please make this known at the time of the application for the event, and HKCGI will endeavour to make the necessary arrangements for access and/or accommodation of your disability, unless this will create unjustifiable hardship on HKCGI whereupon refund will be made for any payments made.
8. In case your participation is required at an event, you may be asked to leave venue event immediately, if HKCGI's staff, in good faith determines that you have been deliberately ignoring related requests/instructions, including from any trainer(s) for any training events.
9. If a typhoon signal No. 8 or above or a Black Rainstorm Signal is issued before the commencement of the event and remains hoisted at or after specified time as below, the event will be cancelled, and alternative arrangements will be made.

7.00 am	Morning session or whole-day session will be cancelled
12.00 noon	Afternoon session will be cancelled
2.00 pm	Evening session will be cancelled

The event will cease operations within two hours if a typhoon signal No. 8 or above or a Black Rainstorm Signal comes into force during the course of sessions. No refund or rescheduling shall be arranged if the event has already started.

10. All participants **MUST** use 'LeaveHomeSafe' mobile app to scan venue QR code and comply the Government 'Vaccine Pass' requirements. This requirement may be changed from time to time according to the latest measures imposed by the Government.
11. To safeguard the health of participants, participants with any of the following circumstances are **NOT** allowed to join:
  - Undergoing mandatory quarantine;
  - Fever;
  - Presence of symptoms of novel infectious disease.
12. All participants **MUST** measure body temperature before entering the venue and **MUST** wear their own surgical masks properly at all times during the ceremony.
13. All terms and conditions are subject to change without prior notice. HKCGI reserves the right to interpret the terms and conditions as stated herein.