

I.O.I. Regional Training Programme Asia and Australasia & Pacific Regions

Points to Note for Nomination

1. Nomination of programme participants is by organisations. Nominees should read this “Points to Note” before consenting to nomination.
2. Programme participants should arrange for the following for and by themselves:
 - (a) Visa applications: for visa-related matters, please consult <http://www.gov.hk/en/nonresidents/> for Hong Kong and <http://portal.gov.mo/web/guest/tourist/catpage> for Macao respectively. In case a visa is required and multiple entries are involved, application for an adequate number of visas is necessary.
 - (b) Air-tickets and transit to-and-fro the airport in Hong Kong or Macao.
 - (c) Hotel accommodation:
Hong Kong - two hotels are recommended for participants:
 - i. The Park Lane Hong Kong; and
 - ii. Metropark HotelMacao - Hotel Regency, Taipa, Macao
(Hotel booking forms for the above hotels will be provided upon confirmation of successful application.)
 - (d) Insurance: participants are advised to take out an insurance policy to cover their entire journey and stay in Hong Kong and Macao.
3. Complimentary ferry service is available for the trip between Hong Kong and Macao.
4. For I.O.I. members of Asia Region/APOR: enrolment should be made through the respective organisation.
5. For other interested parties: enrolment is subject to availability of places and full settlement of course fee of US\$400/person. Fees need NOT be paid at the time of nomination. Successful nominees will be contacted individually regarding payment arrangements.
6. Enrolment results will be communicated by email to the organisation and the applicant(s) as appropriate. Email confirmation may reach you/your organisation around the end of March 2012.
7. Course materials will be provided free of charge during the workshops. A course evaluation will be conducted at the end of the training programme and the feedback collected and compiled may be returned to the I.O.I. for review.
8. Personal data and privacy principle: all personal information collected by the Office of The Ombudsman, Hong Kong will solely be used for the purpose of organising and reviewing the training programme, or matters associated with such purpose, and may be transferred to relevant third parties for the same purpose. Security of personal information will be ensured in accordance with domestic law. Access to personal information for data correction is possible by writing to Ms. Kathleen Chan, Senior Manager (External Relations), Office of The Ombudsman, Hong Kong, 30/F., China Merchants Tower, Shun Tak Centre, 168 – 200 Connaught Road Central, Hong Kong, China (Tel.: 852-2629 0565, Fax: 852-2956 2622, Email: kathleenchan@ombudsman.hk). An administrative charge may be levied on such a request, where appropriate.

**I.O.I. Regional Training Programme
Asia and Australasia & Pacific Regions**

Nomination Form

Please complete and return this form to Ms. Kathleen Chan, Office of The Ombudsman, Hong Kong, by email to kathleenchan@ombudsman.hk or by fax to 852-2956 2622, **before 15 March, 2012.**

Organisation			
I.O.I. membership	<input type="radio"/> I.O.I. Member in Asia Region / APOR (including all classes of membership) (Free of charge) <input type="radio"/> Others (US\$400 per head) *		
Nature of Organisation	<i>(Applicable to non-I.O.I. Members only)</i>		
Contact Person (Optional)			
Name	Mr./Miss/Mrs./Ms.		
	<i>(First name)</i>	<i>(Middle name)</i>	<i>(Last name)</i>
Position held		Email	
Tel. No.		Fax No.	
Office Address			
Nominee 1			
Name	Mr./Miss/Mrs./Ms.		
	<i>(First name)</i>	<i>(Middle name)</i>	<i>(Last name)</i>
Position held		Email	
Tel. No.		Fax No.	
Office Address			
Nominee 2			
Name	Mr./Miss/Mrs./Ms.		
	<i>(First name)</i>	<i>(Middle name)</i>	<i>(Last name)</i>
Position held		Email	
Tel. No.		Fax No.	
Office Address			

* Fees need NOT be paid at the time of nomination. Successful nominees will be contacted individually regarding payment arrangements.