

Health Seminar on Alternative Smoking Products – Application Form

Please fill in the form in **BLOCK LETTERS** and submit by fax (2575 3966) or email (project@cosh.org.hk)

Particulars of school

Name of school: _____

Address: _____

Tel: _____

Particulars of contact person

Name: Mr./Ms. _____ Position: _____

Tel: (Office) _____ (Mobile) _____

Fax: _____ Email: _____

Details of health seminar

New application

Change the confirmed application. Original date: _____ Ref. No.: _____

Cancel the confirmed application. Original date: _____ Ref. No.: _____

Date and time of health seminar:

1st choice: Date: _____ yyyy _____ mm _____ dd Time: _____

2nd choice: Date: _____ yyyy _____ mm _____ dd Time: _____

3rd choice: Date: _____ yyyy _____ mm _____ dd Time: _____

No. of participants: _____ Form/Grade: _____

Remark: _____

Signature of school principal

School chop

Name of school principal

Date

Points to note

1. At least 20 participants are required for each session.
2. Application should be made at least 4 weeks prior to the proposed date of health seminar.
3. Successful application will be notified by confirmation letter via fax or email in around 10 working days upon receipt of application. If school does not receive any confirmation, please contact our staff at 2185 6388.
4. Each session lasts for around 45 minutes. Prior notice should be given for special arrangement if allocated time is less than 45 minutes.
5. School should provide venues, computers and other equipment required for the health seminar. Prior notice should be given for special arrangement if computer equipment cannot be provided.
6. An information sheet on the alternative smoking products will be provided for the use on the seminar day. Materials will be delivered to school around 1 week prior to the seminar.
7. In case the health seminar has to be cancelled or postponed, please re-submit the form at least 5 working days prior to the previously confirmed health seminar session for further arrangement.
8. Hong Kong Council on Smoking and Health (“COSH”) reserves the rights for final decision of the application for health seminar.

Personal Information Collection Statement

1. The personal data provided will be used by COSH for processing health seminar application. The provision of personal data is voluntary. COSH will not provide the personal data to third parties for other unrelated purposes without your consent. If school does not provide sufficient information, COSH may not be able to process the health seminar application.
2. School has the right of access and making correction with respect to the personal data as provided according to the Personal Data (Privacy) Ordinance. Enquiries concerning personal data provided, including the making of access and corrections, please contact COSH at project@cosh.org.hk or to Unit 4402-03, 44/F, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.