



Application for Conference Grant

The Conference Grant is intended to subsidize HKES members to attend conferences, seminars, workshops or similar activities in the areas of human factors and ergonomics. A maximum of HKD 5000 may be granted. The society will not grant retroactive approval for activities that have passed. The applicant, at time of application, should be a member of the HKES. Applications will be considered twice every year. Preference will be given to conferences such as the IEA, and annual conferences of HFES and UK Ergonomics Society. The deadlines are 30th April and 31st October. An applicant will be informed of the outcome of their application within approximately 8 weeks after each of the above deadlines. Each applicant can only submit a maximum of one application every year. The Society decision is final with regard to the award or lack of award of the above conference sponsorship. Further information may be obtained from: <http://www.ergonomics.org.hk/> or by writing to the society secretariat at: enquiry@ergonomics.org.hk.

(Please fill in the blanks or circle as appropriate)

Personal Information

Name: Mr/Ms/Dr/Prof _____ HKID: _____

Position/Affiliation: _____

Years of experience in Human Factors/Ergonomics and in what capacity:

HKES Member: Yes/No Present category : _____ Member in this category since: _____

Years of continuous membership in HKES: _____

Please list your contribution to HKES in the past 10 years (attach additional pages, if necessary):

Conference/Workshop

Name of Conference/Workshop:

Conference/Workshop Dates:

Conference/Workshop Location (City/country):

Rank of Conference in Ergonomics in the world: Top 5 5-10 Lower than top 10

Expected number of attendees at conference/workshop:

3 May 2010



Your contribution to Conference (please circle all that are relevant)

Presenter Session Chair Session Co-chair Conference Organizer Paper Reviewer Attendee

The paper(s) will be: Oral Presentation Poster

Any other information that may help process the application (please use additional sheets if necessary):

Date: _____ Signature : _____

To reduce delays in processing, please submit the following documents with this application:

1. Tentative paper to be published in the conference proceedings. HKES expects the applicant to acknowledge any funding received.
2. Acceptance letter or email from conference secretariat about your role in the conference. You may submit this application prior to acceptance and you may be eligible to receive a conditional grant. However, the money will be released only after you provide proof of attendance and participation as a paper presenter. Typically, these can be in the form of copies of travel tickets, registration receipt, etc.
3. Number of attendees at the same conference in the last three years if the conference/workshop is not held for the first time. Please seek information from the conference secretariat.

No applications will be processed without all the required documentation. All decisions by HKES are final. Please mail or email the completed, signed and scanned copies to the HKES Secretariat: Email:

secretary@ergonomics.org.hk