

**Regulations for Traveling Sponsorship of HKOA Spine Chapter
(Version 3, endorsed 2018)**

Principles:

1. The sponsorship is to support and augment the education of fellows and members engaged in the practice of spine surgery.
2. The sponsorship is to facilitate the application for full-pay study leave.
3. The individual should contribute towards his/her own further education: the sponsorship should not provide 100% cover of expenses. Indeed, no one would be in such financial difficulty that they are hampered by the non-provision of 100% cover.
4. The sponsorship should be the sole source of financial subsidy for the applied activity.

Sources of sponsorship:

The sponsorship(s) is / are donated by commercial firms or professional bodies and is subject to availability.

The standard amount for non-Asian countries is HK\$20000.

The standard amount for mainland China (excluding Guangdong), Taiwan & SE Asia is HK\$5000, for Japan, Korea & India, it is HK\$10000

Administration, application and rules:

A. Regular Sponsorships:

1. Two selection rounds per year. Standard closing dates:
 - (a) mid-April – for events taking place from 1st July to 31st December
 - (b) mid-October – for events taking place from 1st January to 30th June

2. The proposed event must be endorsed by the HKOA Spine Chapter, based on the quality of the event and its educational and academic values. The following are pre-approved events:
 - (i) North American Spine Society (NASS) Annual meetings
 - (ii) EuroSpine/Spineweek
 - (iii) International Meeting on Advanced Spine Techniques (IMAST)
 - (iv) International Society for the Study of Lumbar Spine (ISSLS) meetings
 - (v) Scoliosis Research Society (SRS) Annual meetingsThe eligibility for events not listed shall be decided by HKOA Spine Chapter.

3. Information of the sponsorship(s) and the amount of sponsorship(s) will be announced by the Chapter Secretary through web site, by email or by letter at least

14 days prior to the closing dates.

4. Sponsorship(s) will only cover expenses from traveling (economy class ticket or equivalent) and/or accommodation and/or conference registration fee. Social expenses will NOT be covered.

5. Applicant must submit the following documents to Chapter Secretary before the closing dates of sponsorship(s):

- Completed application form
- Brief Curriculum Vitae

6. Incomplete applications will not be processed.

7. The applicant should be aware that it would take 4-6 weeks after the closing date for the HKOA Spine Chapter Council to complete the selection process and to notify successful applicants.

8. All enquiries should be directed to Chapter Secretary.

Selection and rules:

1. The HKOA Spine Chapter Council will first evaluate whether the proposed event is appropriately beneficial to the applicant, taking into account the experience of the applicant and the quality of the proposed event, and reserve the right to execute any unfavorable consideration.

2. Applicants must be fully paid members or fellows of the HKOA Spine Chapter. Applicants must also be fully paid members (not associate members) of the HKOA.

3. Council members of the HKOA Spine Chapter could not apply for this sponsorship.

4. Members or fellows who have been awarded sponsorship from HKOA Spine Chapter within the past 12 months prior to the starting date of the proposed event will NOT be eligible (See Note).

5. Priority will be given to the following applicants:

- Higher orthopaedic trainee
- Young specialist interested in spine surgery (who has passed the HKCOS Exit Fellowship Examination within these two years)

- Applicants with oral / poster presentation in the event
- Applicants with spine paper publications in the past 2 years (main author)
- Applicants with participation in Spine Chapter activities in the past 1 years

6. If the number of applicants is more than the available number of sponsorships for an event, sponsorships will be allocated by a scoring system. Scholarship shall be awarded to the highest scored applicant. 3 points will be awarded for each of the criterion listed in point 5 as above. 2 points will be awarded to applicants being Spine Chapter members for more than 2 years or more than 10 years in orthopaedic services. A deduction of 3 points will be made if applicant has been awarded scholarship within 12 – 24 months. A draw of lots shall be applied should the score be equaled. The HKOA Spine Chapter will reserve the right to make the final decision.

B. Non-regular Sponsorships:

1. HKOA Spine Chapter may receive sponsorships at any time of the year sponsoring our members to attend a specific event. There will be no standard closing dates.
2. The event will be endorsed and announce to our members as soon as possible. The application procedures and selection rules follow the same principles as above in Part A.
3. The amount and format of sponsorships depends on individual events.

Withdrawal and rules

Applicants who want to withdraw after selected for the sponsorship should inform the HKOA Spine Chapter by writing as early as possible.

HKOA Spine Chapter reserves the right to select another suitable fellows or members as the substitution.

Post scholarship claims, payment and report requirements:

- Recipient of the traveling scholarship need to submit a report to the Chapter Secretary within 30 days after the scholarship
- Recipient needs to give one presentation in Saturday Interhospital Meeting based on his learning experience from the event within 1 year after the scholarship. The Chapter President will present the certificate to him/her during the same event.
- Receipted claims must be supported by original documents: air ticket, tour agent receipt and hotel receipt on the following expenses:

- Economy return air ticket and airport tax.
- Hotel (room charge and tax only).
- Conference/meeting registration fees.

Payment will only be made if the Chapter Secretary receives an acceptable report accompanied by a copy of the Certificate of Attendance, and the original documents to support the receipted claims, within 30 days from the last day of the meeting. Payment will be forfeited if these rules are not strictly adhered to.

Note:

The word “awarded” is used to include those who have been offered a scholarship but who withdrew themselves after the selection, or that the final payment of sponsorship was forfeited due to violation of rules