# 

1.5 CPD hour

# **CIIHK Continuing Professional Development (**IA** **CPD**) Seminar**

**Generating Referrals\***

Speaker: Trevor Smith, Founder and Executive Coach, The Orchard Partnership

Date/Time: Wednesday 15th July 2020 • 12:30 – 14:00

**HKCAAVQ Approval Code: 80/179/03**

**Language** English

**Course Outline** In this webinar you will learn:

* + - * How to make yourself referable
      * Ways to make referrals ‘business as usual’
      * How to ask for referrals
      * Tips for developing introducers

**Registration Date** Immediately (Enrolment deadline: Friday 10th July 2020)

**Fee** This course is an investment, not a cost:

**HK$200** per person for CII Members

**HK$400** per person for Non-Members

**Registration Procedure** Complete the Reply Slip and return together with your payment to CIIHK at *Unit B, 22/F, Two Chinachem Plaza, 68 Connaught Road Central, Central, Hong Kong*

***Registration on first come first served basis and will only be confirmed upon receipt of payment. Fax registration is not accepted. A notice of confirmation will be sent to you upon successful registration.***

*\*This webinar will be under contingency arrangement under coronavirus outbreak, please contact HKCAAVQ if you have any further questions*

**Enquiry:** Tel: 2520 0098 Fax: 2295 3939 Email: [hkenquiries@cii.co.uk](mailto:hkenquiries@cii.co.uk)

**Reply Slip**

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***Company Details***

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| Company Name: | | |
| Address: | | |
| Contact Person: | Email: | Tel: |

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| Attendee’s Full Name \*  *(same as name on ID Card)* | | CII Membership PIN  (Members) \*  *or*  HKID Card Number  (Non-Members) \* | Attendee’s  Email Address \* | Seminar Fee \* **HKD200** *for members*  **HKD400** *for non-members* | Job Title | Area(s) of Specialism |
| Surname | Given Name |
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*\*compulsory fields*

***Payment Options***

* Cheque payable to **The Chartered Insurance Institute Hong Kong Limited** and post together with Reply Slip to *Unit B, 22/F, Two Chinachem Plaza, 68 Connaught Road Central, Central, Hong Kong*
* Bank in directly to our **HSBC A/C No. 848 762 597 838 with bank-in slip** and email to hkenquiries@cii.co.uk

***A confirmation email will be sent to you 4-5 days prior to the seminar date***

***Data Protection and Privacy***

The Chartered Insurance Institute (“CII”) will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available on CII’s official website [www.cii.co.uk](http://www.cii.co.uk)). By completing and submitting this registration form, you have consented to the CII processing your data for the registration.

The CII may from time to time wish to draw your attention to other CII products and services electronically which are likely to be of interest to you. Please click the box below if you do not wish to receive any future direct marketing from CII via email.

* I do not agree to receive marketing communications from the CII via email.

***For office use only***

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| Payment received on: | Cheque No: | Bank: |

# Term & Conditions

* 1 CPD hour will be awarded upon completion of the 1-hour seminar, and a Certificate of Attendance will be issued and posted to registered address which should be retained as evidence of the one (1) CPD hour being earned.
* **Participants must attend the entire 1-hour seminar to earn the 1 CPD hour. Please follow the registration procedure in the CII Hong Kong CPD Webinar Guidelines that will be sent together with confirmation email.**
* If the Certificate of Attendance is lost or any change of detail is required, the participant may apply in writing for a letter of certification at an administration fee of HK$100.
* All reservations must be paid in advance and there will be no refund for any fee paid. Any changes (i.e. name or attending date, etc) must be applied in writing by email to [hkenquiries@cii-hk.com](mailto:hkenquiries@cii-hk.com) at least 2 working days before the seminar with an administration fee HK$100.
* Participants have to prove their identities by showing the Hong Kong ID Card, passport or driving license during the registration process and to sign in for confirming their attendance. No other proof of identity will be accepted.
* Seminar will be cancelled if a Typhoon Signal No. 8 or higher tropical signal or black storm warning is hoisted within 3 hours before the commencement of seminar or during the seminar. The seminar may be re-scheduled, no refund will be given.

# Code of Conduct for CPD Activities

The Chartered Insurance Institute organizes this seminar under the Continuing Professional Development (CPD) scheme as ordained by the Insurance Authority and accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).

The intention of the CPD scheme is to promote further and continuing education for insurance practitioners in Hong Kong. Speakers who deliver the seminars do so voluntarily and commit time and effort to prepare the topic for us.

We would ask all participants attending this seminar to respect both the intent of the Insurance Authority and the goodwill of the speaker by adhering to the following code:

* be punctual and arrive before the start of the seminar,
* turn all telephones to silent mode,
* do not accept, make or conduct calls during the seminar,
* pay attention to the speaker,
* do not read newspapers, magazines, books and the like during the seminar other than handouts,
* do not conduct private conversations during the seminar

In case of breach of this code the Institute reserves the absolute right to ask the participant to leave the seminar and/or to withhold the CPD certificate awarded for that particular seminar.

Please respect the speaker and CII staff at all times.