

健康教育講座 (政府機構／大專院校／不獲稅務豁免之非牟利團體)

收費表及條款細則

歡迎 貴機構邀請我們的註冊營養師／註冊中醫師／註冊護士／心理輔導師／保健主任等專業人士主講不同類別的健康教育講座。本機構備有一系列主題講座，涵蓋範圍包括健康飲食、精神及心理健康、親子關係、幼兒／婦女／老人健康、一般常見疾病的預防及護理和藥物安全等，詳情請參閱附件。此外，本機構亦可因應各主辦單位的要求，度身訂造合適的「自設主題」講座。收費如下：

	主題	對象	講座收費
1	常設主題講座* (詳情可參閱附件)	政府機構／大專院校／ 不獲稅務豁免之非牟利團體	每小時\$1,900 (如須修改講座內容， 收費與自設主題相同)
2	特選主題講座* (詳情可參閱附件)		每小時\$2,100 (如須修改講座內容， 收費與自設主題相同)
3	專業培訓題目講座** (詳情可參閱附件)		每小時\$2,700起
<p>*註：</p> <p>1. 如須修改講座內容，收費與自設主題相同</p> <p>2. 若講座超時逾15分鐘，主辦單位須額外繳付半小時之講座收費；超時逾30分鐘則須額外繳付一小時之講座收費，如此類推。(包括週一至六)</p> <p>3. 如講座需以英語進行，請聯絡社康企業傳訊及公共關係部跟進報價。</p> <p>#註：</p> <p>專業培訓題目之收費只適用於由心理輔導師主講，如欲由臨床心理學家主講，請聯絡企業傳訊及公共關係部跟進報價。</p>			
4	自設主題/視像講座 (因應要求度身訂造)	政府機構／大專院校／ 不獲稅務豁免之非牟利團體	每小時\$2,300起 (由講者因應講座內容決定收費)

講座條款

1. 如講座於以下地點舉行，須額外收取附加費用如下：

	地區	分區 (地點)	附加費
i	港島區	中西區 (半山、山頂)、南區、灣仔區 (渣甸山、灣仔峽)	\$220
ii	九龍區	深水埗區 (昂船洲)	
iii	新界區	葵涌區 (青衣)、北區、西貢區、大埔區 (大埔滘、十四鄉、科學園、船灣)、荃灣區 (石圍角、油柑頭、汀九、深井、青龍頭、馬灣、欣澳)、屯門區、元朗區	\$300
iv	離島或偏遠地區 (由社康決定)		\$340

2. 如講座於下列時段開始或完結，須按「講座收費」收取額外附加費用：

日期	時間	附加費
星期一至五	上午九時前或下午五時後開始及預定下午五時後完結	「講座收費」 之 50%
星期六	全日	
星期日／公眾假期	請聯絡社康企業傳訊及公共關係部跟進報價	待定

3. 社區營養服務特別活動收費：

	特別活動	內容/ 條款	收費
i	與營養師遊超市- 實戰閱讀標籤	<ul style="list-style-type: none"> 主辦單位可自行選擇及安排一間超級市場進行活動 最多可容15人參與 	\$2,200
ii	速查體脂率／體重指數連營養師簡單諮詢	<ul style="list-style-type: none"> 一小時活動最多可容12人參與 	\$4,400

4. 如講座另附設互動項目，須額外收取附加費用如下：

	互動項目	內容/ 條款	附加費
i	煮食示範 (營養師)	<ul style="list-style-type: none"> 主辦單位可於指定食譜系列內選擇其中一款食品作示範 參加人數以20人為上限 主辦單位須備有基本示範廚房設備或場地合適作無火煮食 主辦單位須提供相關廚房用具 主辦單位須自行準備及購買食材 	\$1,100 (每半小時)
		由主辦單位指定主題、人數、製作及示範模式	費用另議
ii	穴位按壓示範 中醫健康諮詢 耳穴療法示範 小組/專題諮詢 (中醫師)	<ul style="list-style-type: none"> 參加人數以時限及場地可容納等因素釐定 穴位按壓示範每位參加者用時約3-5分鐘 健康諮詢、耳穴療法每位參加者用時約10-15分鐘 費用已包括耳穴療法所需物料 費用不包括相關資訊、講義等複本 	\$1,100 (每半小時)
		由主辦單位指定項目及示範模式	費用另議

5. 請提早至少1個月遞交申請表，本機構歡迎自申請日期起計未來3個月內講座申請。
6. 請於講座確認表發出日起計30天內遞交簽名及蓋章的表格以確認申請，逾期將會被視為取消申請。
7. 如講座需要使用食材或其他用具，主辦單位需自行安排。

8. 每場講座的參加人數最少為10人，如講座因報名人數不足或有其他原因而不能如期舉行，主辦單位可申請延期一次，但須在講座14天或之前預先以書面或電郵通知，且須視乎本機構檔期安排而決定是否接納。如主辦單位於講座前不足14天取消講座或申請再次延期，機構將收取講座收費之30%作行政費用。
9. 講座一經接納，已繳費用恕不退回。
10. 颱風及惡劣天氣下之安排
- 颱風安排**
- (a) 當天文台發出或宣布於數小時內發出8號或以上之颱風警告，所有講座將取消；已開始之講座應立即停止。
 - (b) 若天文台於講座開始前不少於3.5小時除下8號或以上之颱風警告，改發更低的颱風警告，除個別主辦團體／機構（例如幼稚園／全日制學校及上午校／身體弱能兒童學校／弱智兒童學校／長者中心）外，講座將如期進行。*
- 暴雨警告安排**
- (a) 當天文台發出黑色暴雨警告信號，所有講座將取消；已開始之講座可在安全情況下繼續進行，主辦單位及講員應在安全地方暫避，直至天氣及交通情況改善為止。
 - (b) 若天文台於講座開始前不少於3.5小時取消黑色暴雨警告信號，改發紅色暴雨警告信號，除個別主辦團體／機構（例如幼稚園／全日制學校及上午校／身體弱能兒童學校／弱智兒童學校／長者中心）外，講座將如期進行。*
- *講者及主辦單位須於天文台公布有關消息後盡快聯絡商討細節安排，並以上述細則為原則，考慮可行之應變措施。*
11. 主辦單位須提供電腦、投影器等基本講座設施。如講者需要使用USB 或其他硬件播放講座簡報（PowerPoint），講者將自行進行病毒掃描，以保障主辦單位之電腦系統安全。基於版權理由，本機構不會於講座前提供講座簡報（PowerPoint）或載有簡報內容之USB予主辦單位審閱。
12. 如有需要，講者可提供簡單講義供主辦單位自行複印予參加者。如需本機構代為印製，機構將向主辦單位收取附加費用。
13. 講座期間不得進行任何錄音、錄影或拍照。如有需要，主辦單位必須最遲於講座前14個工作天以書面或電郵形式向機構申請。本機構保留批准或拒絕有關申請之權利。
14. 此講座之資料如有更改，恕不另行通知。
15. 以上各項由2023年10月1日起生效。

地址：將軍澳坑口寶寧里二號九龍東聯網行政樓 1 樓
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Health Talks (Government Departments/ Tertiary Institutions/ Non Tax-exempt Non-profit-making Organisations) Price list and General Terms and Conditions

Thank you for inviting our registered dietitian/registered Chinese medicine practitioner/registered nurse/psychological counsellor/health maintenance officer as guest speaker for your health promotional talks. UCN has a series of health talks, covering a wide range of health issues including healthy eating, mental and psychological health, parent-child relationships, child/women/elderly health, general care and prevention of common diseases as well as drug safety etc., please refer to the appendix for more details. Besides, we provide tailor-made health talks to suit the various needs of different organisers. The charges are as follows:

	THEME	TARGET AUDIENCE	TALK CHARGE
1	Standard Health Talks* (See appendix for more details)	Government Departments/ Tertiary Institutions/ Non Tax-exempt Non- profit-making Organisations	\$1,900 per hour (Any kind of change will incur the full charge of Tailor-made Health Talk)
2	Featured Health Talks* (See appendix for more details)		\$2,100 per hour (Any kind of change will incur the full charge of Tailor-made Health Talk)
3	Professional Training Topics*# (See appendix for more details)		\$2,700 and up per hour
*Notes: 1. Any kind of change in content will incur as full charge of Tailor-made Health Talk. 2. A 15-minute overtime but not exceeding half an hour will incur an extra charge of a 50% hourly rate charge. For more than a half an hour overtime, one extra charge hour will incur. (Weekdays and Saturdays inclusive) 3. For request of health seminar conducted in English, please contact Corporate Communications and Public Relations Department (CCPR) directly for quotation. #Note: Hourly charge rates is for seminar hosted by Psychological Counsellor. For health talk hosted by Clinical Psychologist, please contact Corporate Communications and Public Relations Department for further quotation.			
4	Tailor-Made/Webinar Health Talks (To be created upon request)	Government Departments/ Tertiary Institutions/ Non Tax-exempt Non-profit-making Organisations	\$2,300 and up per hour (Decided by speaker in accordance with content)

General Terms and Conditions

1. The following surcharge applies to health talks held in the following areas:

	PLACE	DISTRICT (INDIVIDUAL AREA)	SURCHARGE
i	HK Island	Central & Western District (Mid-level, The Peak), Southern District, Wan Chai District (Jardine's Lookout, Wan Chai Gap)	\$220
ii	Kowloon	Sham Shui Po District (Stonecutters Island)	
iii	New Territories	Kwai Chung District (Tsing Yi), Northern District, Sai Kung District, Tai Po District (Tai Po Kau, Shap Sze Heung, Hong Kong Science Park, Plover Cove), Tsuen Wan District (Shek Wai Kok, Yau Kom Tau, Ting Kau, Sham Tseng, Tsing Lung Tau, Ma Wan, Sunny Bay), Tuen Mun District, Yuen Long District	\$300
iv	Outlying Islands/Remote areas (As advised by CCPR)		\$340

2. A surcharge on “Talk Charge” applies to health talks in the following circumstances:

DATE	TIME	SURCHARGE
Weekdays	Commence before 9 am or after 5 pm and scheduled to end after 5 pm	50% of “Talk Charge”
Saturdays	Full Day	
Sundays/ Public Holidays	Please contact Corporate Communications & Public Relations Department of UCN directly for quotation	Subject to confirmation

3. Special programmes provided by Community Nutrition Service:

	SPECIAL PROGRAMME	CONTENT/CONDITIONS	FEE
i	To shop grocery with dietitian	<ul style="list-style-type: none"> Organiser may choose and arrange with one supermarket for visit Maximum number of participants is 15 	\$2,200
ii	BMI Test with basic dietitian consultation	<ul style="list-style-type: none"> For a group of 12 for one hour 	\$4,400

4. For any additional interactive event besides the Health Talk, a surcharge will be applied as follows:

	INTERACTIVE EVENT	CONTENT/CONDITIONS	SURCHARGE
i	Cooking Demonstration (Dietitian)	<ul style="list-style-type: none"> Organiser may choose one item from designated recipes for demonstration Maximum number of participants is 20 Organiser need to provide basic kitchen equipment or venue suitable for flameless cooking Organiser need to provide relevant kitchen utensils Organiser need to prepare and purchase the ingredients required 	\$1,100 (Each half hour)
		<ul style="list-style-type: none"> Subject, number of participants, production and demonstration model specified by the organiser 	Negotiable
ii	Acupressure Demonstration/ Chinese Medicine Health Consultation/ Auricular Therapy Demonstration/ Group or Specific Topic Consultation (Chinese Medicine Practitioner)	<ul style="list-style-type: none"> Number of participants depends on time and venue available 3-5 minutes for each acupressure demonstration 10-15 minutes for each health consultation or auricular therapy Material costs of auricular therapy are included Hard copies of relevant information, handouts, etc. are not included 	\$1,100 (Each half hour)
		<ul style="list-style-type: none"> Subject and demonstration model specified by the organiser 	Negotiable

5. Please submit the application form **at least 1 month** prior to the talk. Applications for talks scheduled in **upcoming 3 months since the date of submission** are welcomed.

6. Please return the confirmation form with signature and endorsement within 30 days after the date of issue, or otherwise will be regarded as cancellation of application.

7. The organiser is responsible for preparing ingredients or other materials required for the talks.

8. The minimum no. of participants per talk is 10. Application for deferral of talk is allowed just for once by prior written or email notice of not less than 14 days before the talk if the organiser is unable to run the talk as scheduled due to low enrollment rate or other reasons. Acceptance of deferral is subjected to availability. **A 30% administration charge applies to request for cancellation of talk less than 14 days or second deferral of talk.**

9. No refund is allowed on confirmed talk booked.

10. Arrangements in times of typhoons and inclement weather

Tropical Cyclones Arrangements

- (a) Talks are to be suspended when Tropical Cyclone Warning Signal Pre-No. 8/No. 8 or above is issued.
- (b) Talks are to resume in general if Tropical Cyclone Warning Signal Pre-No. 8/No. 8 or above is replaced by Signal No. 3 or below not less than 3.5 hours before the talk commences. Contingency arrangements apply to individual organisers (e.g. Kindergartens/AM and Whole-day schools/schools for children with physical disability/schools for children with intellectual disability/elderly centres).*

Heavy Persistent Rain Arrangements

- (a) Talks are to be suspended when Black Rainstorm Warning is issued. Talks commenced may continue if conditions are safe. All participants are advised to take shelter at a safe place until the weather and traffic conditions have improved.
- (b) Talks are to resume in general if Black Rainstorm Warning is replaced by Red Rainstorm Warning not less than 3.5 hours before the talk commences. Contingency arrangements apply to individual organisers (e.g. Kindergartens/AM and Whole-day schools/schools for children with physical disability/schools for children with intellectual disability/elderly centres).*

****Speakers and organisers should contact each other immediately after the aforesaid announcement had been made. Any contingency arrangements should take the abovementioned conditions as guiding principles.***

11. The organiser is responsible for arranging basic equipment including but not limited to computer and projector for the talk. Due to the copyright issues, UCN **will not** provide PowerPoint or full set of presentation materials to organisers before the talks. Speakers will process virus scanning of the USB/CD-ROM or any hardware for the talks.

12. Speakers may prepare simple handout for the organiser upon request. If printing services are required, a surcharge will apply.

13. Any audio recording, video shooting or photo-taking are prohibited during the talks. Written or email request should be made no later than 14 working days before the talks should it be necessary. UCN reserves the right to accept or reject the applications.

14. We reserve the right to amend the information in these health talks without prior notification.

15. The abovementioned items take effect on 1 October 2023.

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