



健康教育講座申請表 Health Education Talk Application Form

甲部 (由客戶填寫) Part A (Filled by Client)

機構名稱
Name of Organisation _____

聯絡人
Contact Person _____

職銜
Position _____ 部門
Department _____

聯絡資料
Contact Information _____ (電話)
(Tel.) _____ (手提)
(Mobile) _____ (傳真)
(Fax) _____

電郵
Email _____

通訊地址
Correspondence Address _____

遞交申請表日期
Date of Submission _____ 遞交申請表目的
Purpose of Submission ☐ 申請講座
Applying for Talks ☐ 索取講座資料
Seeking Talk Information

選擇「申請講座」之客戶請填寫下列項目。 Please complete the following items if you are applying for talks.

講座地點
(如與通訊地址不同)
Venue (If Different from Correspondence Address) _____

講座主題
Topic _____

講座日期
Date(s) _____ (第一選擇)
(1st Choice) _____ (第二選擇)
(2nd Choice)

講座時段
Time _____ (第一選擇)
(1st Choice) _____ (第二選擇)
(2nd Choice)

對象
Audience _____ 出席人數
No. of Attendees _____

乙部 (由社康填寫) Part B (Filled by UCN)

講者/工作人員
Speaker(s)/Worker(s) _____

所屬部門
Division/Unit _____

講座收費
Charges _____

備註
Remarks _____

☐ Chest ☐ Non-Chest ☐ Confirm ☐ Reject

聯絡號碼
Contact No. _____

收表日期
Date of Receipt _____

請將填妥之表格傳真至 2348-9130 或電郵至 healthtalk@ucn.org.hk。如有其他查詢，請致電 2172-0752 聯絡企業傳訊及公共關係部。

Please return the completed form via facsimile at 2348-9130 or via email at healthtalk@ucn.org.hk. For any other query, please contact the Corporate Communications & Public Relations division at 2172-0752.

注意事項 Important Notes

- 請提早 至少1個月 遞交申請表，以兩個講座日期中較早者為準。
Please submit this form **at least 1 month** prior to the earlier of the two proposed dates.
- 敬請客戶提供各項儀器以輔助講座進行。
Clients should provide equipment to facilitate the needs of the talk.