



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 _____

聯絡號碼

Contact No. _____

講座收費

Charges _____

收表日期

Date of Receipt _____

備註

Remarks _____

Chest

Non-Chest

Confirm

Reject

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 2172-0721 聯絡企業發展部。
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 Development Division at 2172-0721.

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.