

**General Council 2018/19**  
**Events Organizing Committee**

**Office Bearer In-charged:**

Cr ZA Wai-gin, Tony Vice President (Board of External Affairs)

**Composition:**

Cr FUNG Kwok-keung, Conrad	Chairman
Cr LI Hon-fai, Morgan	Secretary
Cr KO Chun-wa, Johnason	Member
Cr SHUM Hau-tak, Daniel	Member
Cr ZA Wai-gin, Tony	Member

**Quorum:** 3 Committee Members

**Aim:**

To steer the overall organization of the reception cocktail and dinner to celebrate the 20<sup>th</sup> anniversary of the Institute.

**Terms of Reference:**

1. To organize the programme of the event that shall include elaborate opening ceremony, presentation of certificates, book launch and government/corporately sponsored anniversary dinner.
2. To make proposal on the budget required and to monitor the budget assigned for HKICM anniversary dinner celebration.
3. To design effective publicity strategies to ensure adequate media coverage (electronic/print) before, during and after the event.
4. To approach institutions, organizations, government agencies and construction companies and consultants for sponsorship and official coverage.
5. To form Sub-Organizing Committees (Sub-OCs) to organize specific events and activities and to monitor the progress of the events and activities organized by the Sub-OCs.
6. To report to the Council on the overall progress of the anniversary dinner celebration.