

Visitor Policy for HKJC ILCM

Document Number HKJCILCM/2016003-A-V1	Date: December 2016
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(A) Principles

1. Advance booking is required. Walk-in request is generally not accepted.
2. Requests for visit to ILCM will be considered and accepted only when necessary resources are feasible to handle (i.e. availability of venue and manpower).
3. Saturday, Sunday and Public holiday booking request is generally not accepted.
4. Visits initiated by HKAM / Colleges / partners with potential partnership opportunity will be given with higher priority, while requests by any other parties (e.g. commercial organizations) will be given with lower priority.
5. Bookings for visit, if accepted, might be required with an administrative charge of for covering the cost of overheads (e.g. AV/ IT support and resources for logistics arrangement). Such administrative charge is normally waived for those visits initiated by HKAM / Colleges / partners with potential partnership opportunity. For those visits by other parties, an hourly rate of \$1,000 could be applied.
6. The HKAM has the final discretion on the acceptance / rejection of any bookings for the HKJC ILCM, and the waiving of any fees / administrative charges.

(B) Procedures

1. Requests for visit can be made to ILCM 6 months in advance, but no less than 1 month before the proposed visit date.
2. The booking party needs to first check with ILCM the venue availability and give the details by phone, email or in-person.
3. The ILCM staff will consider the background of booking party and nature of visit, consult HKAM Management Team to confirm whether the visit should be accepted or not. If in doubt, the HKAM Management Team will further consult ILCM Honorary Director / ILCM Operation Committee members for advice before accepting such visitor bookings.
4. Once the ILCM resource availability and acceptance of booking are confirmed, the booking party is required to confirm with HKJC ILCM in writing (with payment, where applicable), in order to secure the booking.