



**The Federation of Medical
Societies of Hong Kong**
香港醫學組織聯會

Federation Service Guide

The Federation of Medical Societies of Hong Kong
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www.fmshk.org

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A Types of Secretarial Services

Founded in 1965, the Federation of Medical Societies of Hong Kong (FMSHK) has grown from an initial 13 member societies to the current total of 143, representing over 50,000 individual professionals in total encompassing medical, dental, and nursing specialties, subspecialties and allied health professionals societies of Hong Kong. It illustrates that there is a clear sense of belonging and identity within the family of FMSHK.

1. Members' Services

One of the services of the FMSHK that is greatly appreciated by members is our members' services. There is also an increasing trend of members seeking our services actively for both administrative work and event organizing. We strive to provide our best service by offering an all-in-one office solution service to all member societies.

Various members' service packages were developed to support their administrative work as the members' benefit as well as to ease their administrative workload. The packages that we provide include: (1) Pearl Package and (2) Diamond Package. We could offer a tailored package to best suit the development needs of our member societies as well. With our experienced secretarial team, we have confidence that the secretarial needs of our members are effectively managed and their administrative burden could be reduced.

(1) Pearl Package (HK\$2,500 with 12 service hours rendered per month)

Our Pearl Package Services include:

- Provision of FMSHK office as the correspondence address
- Membership management
 - Handle new membership applications (paper form and/or online submission)
 - Send out the welcome package to new members via email/by post ^(a)
 - Membership application form and renewal form update
 - Issue annual membership renewal notice and reminder to members via email / by post ^(a)
 - Collect membership fee via cheque payment and / or online payment
 - Bank in cheque ^(c) payment for the membership fee
 - Preparation of updated membership report for meeting purposes
 - Update and maintenance of membership record ^(b)
- Handle general inquiries via phone and email
- Routine filing documents
- Prepare receipt for membership fee payment
- Coordination of printing of letterheads, envelopes, name cards or any printed matters with the printing house. The printing cost is excluded.
- Renewal of Business Registration Certificate
- Handle and dispatch mail to members^(a)
- Occupying a storage space (2 x 1.75 x 1.25 feet) at the FMSHK office

(2) Diamond Package (HK\$4,000 with 18 service hours rendered per month)***Our Diamond Package Services include:***

- All items in ***Pearl Package***; PLUS
- Remind members to attend meetings (prepare and disseminate announcement letter / Invitation letter)
- Write and arrange dispatch of general correspondence
- Prepare meeting documents for the Council Meeting
- Manage mailbox
- Handle bookkeeping & prepare cheques & receipts for payment

Additional services on per job basis (excluded in the secretarial package)**(1) Change of bank signatories (HK\$3,500 per job)**

- Coordination of changes to the local bank account with the bank-authorized signers
- The charge is applicable for up to the change of 4 local bank-authorized signers
- An additional charge of HK\$225 will be incurred for every extra signer added

(2) Application for CME activity (HK\$1,000 per application)

- Application for CME activity
- The charge is applicable for up to 2 speakers. An additional charge of HK\$225 will be incurred for every extra speaker added
- The required documents for application should be provided by the Member Societies / organizer at least 35 days in advance of the event

**(3) Application for re-accreditation of CNE provider
(fee charges depend on the number of programs involved)**

- Application for re-accreditation of CNE provider

(4) Attend Council Meeting / Annual General Meeting / other Meetings and preparation of the minutes**Office hours - HK\$400 per hour****Non-office hours - HK\$800 per hour**

- Attend Council Meeting / Annual General Meeting / other Meetings and preparation of the minutes
- Different rate of fee is charged depends on different time slot:
 - Office hours: Monday to Friday 9:00 am - 6:00 pm
 - Non-office hours: Monday to Friday after 6:00 pm, Saturday & Sunday
- The total charge will be calculated by the total no. of hours spent (from departure and return to office) on an hourly rate plus the transportation fee

(5) Attend Council Meeting / Annual General Meeting / Other Meetings**Office hours - HK\$225 per hour****Non-office hours - HK\$450 per hour**

- Attend Council Meeting / Annual General Meeting / Other Meetings
- Different rate of fee is charged depends on different time slot:
 - Office hours: Monday to Friday 9:00 am - 6:00 pm
 - Non-office hours: Monday to Friday after 6:00 pm, Saturday & Sunday
- The total charge will be calculated by the total no. of hours spent (from departure and return to office) on an hourly rate plus the transportation fee

(6) Event Organising (on a project basis, specific quotation will be provided upon request)

- Organizing and coordinating activities / events, e.g. Annual Scientific Meeting, Annual Dinner, Public Lecture, Dinner / Lunch Symposium, Annual General Meeting etc. The following services are available:
 - Conference Planning and Monitoring
 - Programme Management
 - Website Development and Maintenance
 - Abstract Submission Coordination
 - Venue Management
 - Publication and Promotion
 - Registration Management
 - Sponsorship Management
 - Financial Management
 - Post Event Management
 - Catering Service

Remarks:

- (a) Local mail is charged at \$2.2 per small letter (weight not over 30 g).
Please refer to the Hong Kong Post website at <https://www.hongkongpost.hk> for any updates on the postage rates.
- (b) Membership record is provided by the member society and submitted to FMSHK. When member society submits updated information about their members, FMSHK updates the membership record accordingly.
- (c) Bank in cheque for membership fee: HK\$5 per transaction.

Change / Termination of the package:

The contract of the package covers 1 year and is renewable on an annual basis. The charge is usually paid on a quarterly basis unless otherwise agreed by the member society and FMSHK. Member Society may change or terminate the package prior to 2-month proper notice.

Secretarial Mailing and Other Service Charges

	Member HK\$	Non-Member HK\$
1. Photocopying Services (per page)		
- B / W (per page)	1.20	2.00
- Colour (per page)	2.50	3.00
2. Meeting Documents Mailing Services to members^(a) (per address) (Postage as charged by the Post Office)		
2.1 Small size Envelope 245 mm x 165 mm (weight not over 30 g, less than 3 pc of A4 paper)	7.50	12.50
■ Label provided by FMSHK		
■ Includes folding / insertion		
■ Postage @ \$2.2		
2.2 A4 size Envelope (weight not over 50 g, less than 2 pc of A3 poster)	10.00	15.00
■ Label provided by FMSHK		
■ Includes folding / insertion		
■ Postage @\$4.10		
3. Use of FMSHK address as correspondence address		
Pigeon-holed Rental Services ^(b)	650.00 per year	N/A
4. Storage Services (per standard area 2.75 x 3.50 x 1.75 inches)	1,200.00 per year	N/A

Remarks:

- (a) The client provides the membership list to FMSHK. FMSHK prints the labels according to the list and sticks the label on the envelope.
- (b) FMSHK keeps the mails that come through to the FMSHK office. The clients pick up the mails at FMSHK office.

A 2. Conference & Event Organizing Service

As a professional conference organizer, The Federation of Medical Societies of Hong Kong is devoted to deliver high quality in all the elements of physical or virtual events, included but not limited to conferences, meetings, seminars, forums, lectures, etc. The services offered are tailor-made to meet the needs of our organizer and the services are as follows:

- Conference Planning and Monitoring
- Programme Management
- Website Development and Maintenance
- Speakers & Moderator Management
- Venue Sourcing and Management
- Catering Service
- Photography and Videography Service
- Technical Support and Troubleshooting
- Publication and Promotion
- Registration Management
- Sponsorship Management
- Financial Management
- Post Event Management



A 3. Certificate Courses Co-organizing Service



A wide range of certificate courses have been organized by the Federation or in collaboration with member societies on a vast variety of topics for the medical, dental and healthcare professions of Hong Kong. The Federation also strives to be vigilant and responds to current needs of fellow professionals with relevant training courses for appropriate groups.

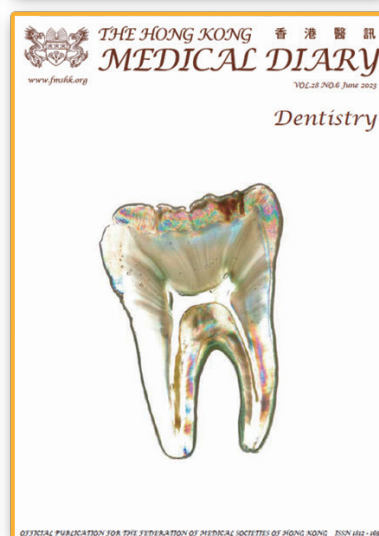
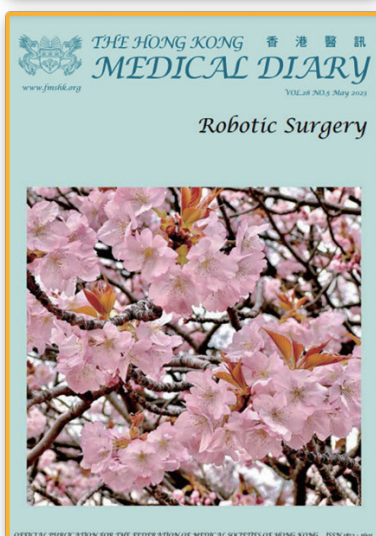
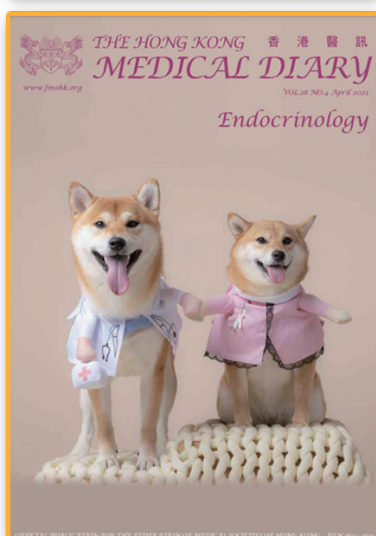
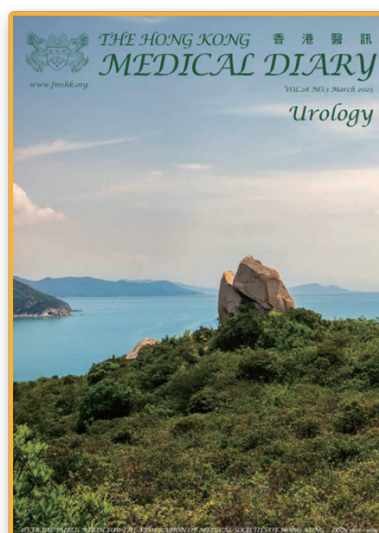
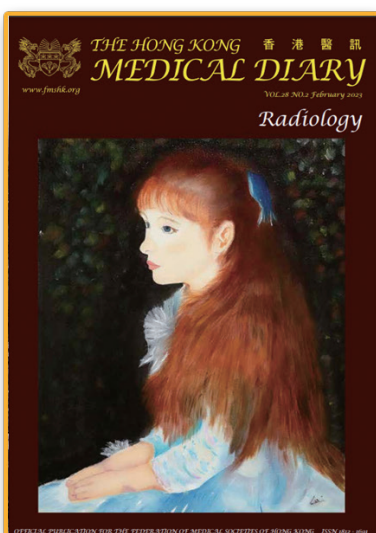
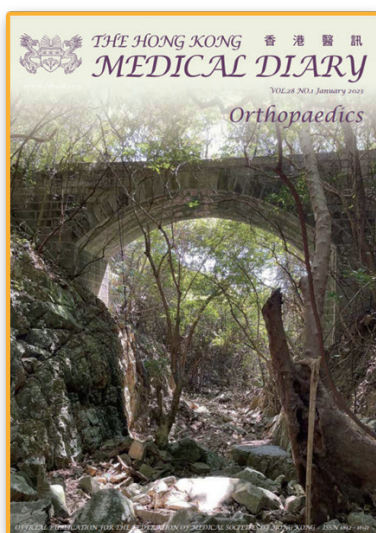
Since 2020, the certificate courses under the COVID-19 epidemic have been changed from onsite to online video format. The Federation has invested on a new online video platform with video recording and editing devices. Participants have been allowed to watch the videos within three days with a maximum of 3 times to log in and access each video link. It gives a lot of flexibility to the healthcare professionals by allowing them to continue their learning after their busy work. The online video system is also enhanced continuously in order to cope with the most updated CME requirements laid down by the different Colleges to fulfil all related requirements.

Maximum Capacity	500
Target Participants	Doctors, Nurses, Paramedics, Allied Health Professionals, and Health Care Provides
Course Feature	Video Lecture
Duration	1.5 hours / session
Total number of Sessions	6
Language Media	Cantonese or English
Course Fee	HK\$1,000
Services provided by FMSHK	1) Application of CME / CNE / CPD accreditation 2) Promotion through Federation's database 3) Online registration 4) Video recording & editing 5) Collecting payment from participants 6) Certificate of attendance / receipt 7) Evaluation & feedback
Speaker Honorarium	An honorarium will be offered to speakers when the registration no. reaches on 35 or above.
Profit Sharing	Net profit sharing between the member society and Federation when the registration no. reaches 51 or above

A 4. Hong Kong Medical Diary

Hong Kong Medical Diary (HKMD) is a monthly magazine with 8,500 hard copies circulated to doctors, dentists, hospitals and clinics in Hong Kong, free of charge, and also 2,000 e-copy subscriptions; electronic versions are also accessible through the Federation website (www.fmskhk.org). Concise and valuable updates on the latest medical knowledge are provided, crossing different fields and specialties. The twelve issues of each year covered different specialties. For example, Orthopaedics, Radiology, Urology, Endocrinology, Robotic Surgery, Dentistry and Geriatrics. (Online version: <http://www.fmskhk.org/fmskhk.html?id=29>)

The Federation also collaborated with a popular health programme of RTHK Radio One to run a regular series on medical and healthcare information in "精靈一點". The 12 sessions tied in with the themes of the Hong Kong Medical Diary. Issue editors and authors are invited to attend the interviews to disseminate medical and healthcare knowledge on the latest patient care to the general public.



Form of Intent to Become an Issue Editor of HKMD P.13
Subscription of HKMD P.14

There are three promotion channels in FMSHK, including advertisement in Hong Kong Medical Diary, web banners on FMSHK website, and email promotion to member societies (members only).

1. Advertisement in Hong Kong Medical Diary (HKMD)

HKMD is a monthly magazine with 7,000 hard copies and 2,300 e-copy circulated to healthcare professionals in Hong Kong; the booklet with all advertisements will be uploaded to the FMSHK website, which hit-rate is around 2M each month. It is an excellent medical journal to promote products, services and events.

Rate card of HKMD.

HKMD Advertising Rates - Effective from 5 January 2017			
Size	1 ad	6 ads	12 ads
Central 2 pages	\$26,000	\$134,000	\$236,000
Full page	\$14,000	\$72,500	\$128,000
Inside front cover	\$20,000	\$102,000	\$180,000
Inside back cover	\$18,500	\$94,500	\$165,000
Outside back cover	\$22,000	\$112,500	\$198,500
Half page	\$8,400	\$43,000	\$75,600
1/4 page	\$4,400	\$22,600	\$39,900
1/8 page	\$2,500	\$12,600	\$22,600
1/16 page	\$1,700	\$8,400	\$15,000
Others			
Insert	\$19,000	\$96,500	\$170,000
size of insert must not exceed full page trim size, weight of insert must not exceed 30g			
Announcement in Calendar of Events	\$420	\$2,200	\$3,800
HK\$50 per additional 10 word unit			

2. Web-banners on the FMSHK website

The FMSHK website is the official platform to provide the latest Federation News to members and the public, including an e-version of Hong Kong Medical Diary, the newest certificate courses, promotion and review of events & meetings. It is an excellent event and service promotion platform, with around two millions monthly hit rate; our clients include Government Departments, universities, societies and NGOs.

3. Email Promotion to Member Societies (Members Only)

To forward your promotion email to the Presidents, Hon. Secretaries, Hon. Treasurers and Council Representatives of 145 member societies. **HKD1,000** will be imposed as the charge.

Hong Kong Medical Diary Advertising Booking Form P.15

Booking Form for Calendar of Events P.16

FMSHK Official Website Web banner Booking Form P.17

Booking Form for Email Promotion to Member Societies P.18

6. Room Rental Service

The Federation office has a lecture hall with seating capacity of 100 people and other conference rooms of different sizes for lectures and meeting purposes.

They are equipped with conference facilities and are available for rental for public. Special offers are given to member societies.

位於灣仔溫莎公爵社會服務大廈四樓

Located at 4/F, Duke of Windsor Social Service Building at Wanchai

適合舉辦各類型會議 / 座談會 / 新聞發佈會 / 私人聚會

Allows organizing range of activities e.g. Meeting / Seminar / Press Conference / Personal Gathering

設備齊全 Well Equipped for Rental:

音響系統 Sound system : 有線咪 Wire microphones / 無線咪 Wireless microphones

投影機(連電腦) LCD projector with Computer

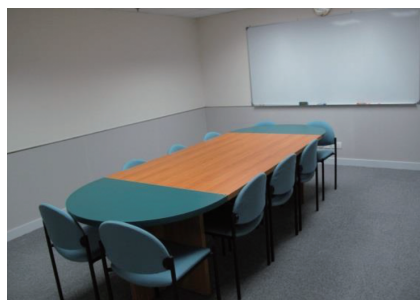
42吋電視 42" TV

寬頻及無線上網 Broadband Internet & wifi

多用途活動室 Multifunction Room

會議室 Council Chamber

演講廳 Lecture Hall



Venue or Meeting Facilities	Hourly Rate HK\$					
	Member Society			Non-Member Society		
	Weekdays		Sats, Suns & Public Holidays	Weekdays		Sats, Suns & Public Holidays
	Non-Peak Hour	Peak Hour		Non-Peak Hour	Peak Hour	
Multifunction Room I (Max 15 persons)	\$105	\$150	\$225	\$175	\$250	\$375
Council Chamber (Max 20 persons)	\$168	\$240	\$360	\$280	\$400	\$600
Lecture Hall (Max 100 persons)	\$210	\$300	\$450	\$350	\$500	\$750
Non Peak Hour: 9:30 am – 5:30 pm Peak Hour: 5:30 pm – 10:30 pm (Weekdays only)						
LCD Projector	500.00 per booking					
Microphone System (2 Wireless & 2 Wired)	50.00 per hour, minimum 2 hours					

Application for Booking Meeting Rooms and Facilities P.19

B 1. Information Update on Member Society



THE FEDERATION OF MEDICAL SOCIETIES OF HONG KONG 香 港 醫 學 組 織 聯 會

To: Dr. Alson Wai-ming CHAN
Hon Secretary, The Federation of Medical Societies of Hong Kong
Email: vienna.lam@fmshk.org Fax: 2865 0345

Information Update on Member Society

Name of Society/Association:

(English) _____

(Chinese) _____

Website Address (URL): _____

No. of Voting Members: _____

Month of AGM: _____

Tenure of the Council: (e.g. 2023-2024) _____ - _____

Effective Date: _____

President (Prof. / Dr. / Mr. / Mrs. / Ms.)

Name: _____ (English) _____ (Chinese)
(Surname) (Given Name)

Correspondence Address: _____

Telephone No.: _____ (Office) Mobile No.: _____

Fax No.: _____ Email: _____

Effective From: _____ (MM/YYYY) Council Representative: ☐ Yes ☐ No

Hon. Secretary (Prof. / Dr. / Mr. / Mrs. / Ms.)

Name: _____ (English) _____ (Chinese)
(Surname) (Given Name)

Correspondence Address: _____

Telephone No.: _____ (Office) Mobile No.: _____

Fax No.: _____ Email: _____

Effective From: _____ (MM/YYYY) Council Representative: ☐ Yes ☐ No

Hon. Treasurer (Prof. / Dr. / Mr. / Mrs. / Ms.)	
Name:	_____ (English) _____ (Chinese) (Surname) (Given Name)
Correspondence Address:	_____ _____ _____
Telephone No.:	_____ (Office) Mobile No.: _____
Fax No:	_____ Email: _____
Effective From:	_____ (MM/YYYY) Council Representative: ☐ Yes ☐ No

Note: Please fill in the following section if the President, Hon. Secretary or Hon. Treasurer is NOT the Council Representative of your Society/Association.

Council Representative (Prof. / Dr. / Mr. / Mrs. / Ms.)	
Name:	_____ (English) _____ (Chinese) (Surname) (Given Name)
Correspondence Address:	_____ _____ _____
Telephone No.:	_____ (Office) Mobile No.: _____
Fax No:	_____ Email: _____
Effective From:	_____ (MM/YYYY)

Signature _____

Name _____
 (in Block Letters)

Position _____

Tel: _____

Date _____

To: Venna Lam

Email: vienna.lam@fmshk.org

Certificate Course for Health Professionals

Our Society is interested in co-organising the following Certificate Course for the year _____:

1. **Name of Certificate Course:**

2. **Target Audience:** e.g. doctors, nurses, paramedics and allied health professionals

3. **Preferred Month:**

4. **Coordinator of the Course:**

5. **Contact No. of Coordinator:**

6. **Email address:**

Remarks:

- 1) Speakers will be invited to ***record by Zoom*** around ***1-3 weeks before his / her video lecture dates.***
- 2) Speakers are required to provide ***4 Multiples Choice or True/False questions for the Quiz.***
- 3) Federation will collect ***Q&A*** from participants and send to speakers to answer by email.

To: Cordelia Wu

Email: cordelia.wu@fmshk.org

Form of Intent to Become an Issue Editor of Hong Kong Medical Diary

I am / Our Society is interested to become an issue editor of Hong Kong Medical Diary.

1. **Society / My name:**

2. **Theme: e.g. Oncology, Cardiology...etc**

3. **Preferred Year & Month:**

4. **Contact person:**

5. **Contact No. of contact person:**

6. **Email address:**

Signature & Chop

Date

Remarks:

- 1) To fulfill the editorship, Issue editor and his/her author team should submit 1 cover photo, 1 editorial (500-800 words), 4-5 medical bulletins (1,200-2,400 words), 1 lifestyle article (900-1,200 words).
- 2) Manuscript deadline is two months before publication. E.g. Deadline of Aug issue is 1 Jun.
- 3) Issue editor also responsible for securing adequate funding via commercial sponsorship which amounts to HK\$98,000.

B 4. Subscription of Hong Kong Medical Diary

To: Cordelia Wu

Email: cordelia.wu@fmshk.org

Subscription of Hong Kong Medical Diary

I would like to subscribe the Hong Kong Medical Diary

☐ **Hardcopy** (Address provided below)

☐ **Softcopy** (Email address provided below)

Title: *Prof/Dr/Mr/Mrs/Ms/Others, please circle as appropriate

Surname: _____ First Name: _____

Address: _____

Email: _____

Signature

Date

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勞思傑醫生

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Dr PANG Chi-wang, Peter
彭志宏醫生
Dr TSANG Kin-lun
曾建倫醫生
Dr TSANG Wai-kay
曾偉基醫生
Dr YAU Tsz-kok
游子覺醫生
Prof YU Chun-ho, Simon
余俊豪教授
Dr YUEN Shi-yin, Nancy
袁淑賢醫生

香港醫訊

THE HONG KONG
MEDICAL DIARY

Official publication of the Federation of Medical Societies of Hong Kong

Advertising Booking Form

Circulation: 7,000 hard copies and 2,300 email copies circulated to doctors and dentists in Hong Kong. Soft copies are accessible on the home page

<http://www.fmshk.org>

Booking & Material Deadline: The 1st day of the prior month

Advertisement: (please tick the appropriate box)**Size**Central Page Spread ☐Full Page ☐Inside Front Cover ☐Inside Back Cover ☐Outside Back Cover ☐Half Page ☐1/4 Page ☐1/8 Page ☐1/16 Page ☐**Others**Insert ☐Announcement in Calendar
of Events ☐

Advertising Period: from _____ to _____
(month/ year) (month/ year)

Advertising Rate: _____ (Please refer to published rates)

PO No. : _____ (Must fill in)

(Please make cheque payable to “The Federation of Medical Societies of Hong Kong”)

-----Advertisers' Information:-----

Contact Person: _____

Title: _____

Company: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Business Nature: _____

Signature & Chop: _____ Date: _____

EDITOR-IN-CHIEF

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勞思傑醫生

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香港醫訊

THE HONG KONG
MEDICAL DIARY

Official publication of the Federation of Medical Societies of Hong Kong

To : Hon Secretary, All Member Societies

Kindly fill in the return slip and fax in (fax no. 2865 0345) if your society has organised any new activities. Thank you!

Deadline for submission of Diary Events: the 1st day of every month**RETURN SLIP****Meetings / Events to be published in the Hong Kong Medical Diary**

Date	:	_____
Topics/Title	:	_____
Organizer	:	_____
Speaker(s)	:	_____
Chairman	:	_____
Time	:	_____
Venue	:	_____
Sponsor / Programme	:	_____
CME Accreditation	:	_____
College	:	_____
Enquiry	:	Name: _____ Tel: _____ Fax. No.: _____
From	:	_____
Society/Association:	:	_____
Name(Block Letter):	:	_____

Sign / Chop

Date



THE FEDERATION OF MEDICAL SOCIETIES OF HONG KONG

香港醫學組織聯合會

2021-2023

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李家超先生

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Ms. Manbo Bo-lin MAN (Co-opted)

文保蓮女士

Dr. Wilfred Hing-sang WONG (Co-opted)

黃慶生博士

FMSHK Official Website Web Banner Booking Form

Web Banner: (please tick the appropriate box)

☐ Type A

Location : Middle Column
Size : 500(W)x210(H) pixels
Duration : 1 month
Rate :
➤ Member \$15,000
➤ Non-member \$20,000

☐ Type B

Location : Right Column
Size : 200(W) x 200(H) pixels
Duration : 1 month
Rate :
➤ Member \$4,000
➤ Non-member \$5,000

Advertising Period: from _____ to _____ (one month for each booking)
(DD/MM/YYYY) (DD/MM/YYYY)

Advertising Rate: _____ (Please refer to the above rates)

PO No. : _____ (Optional)

(Please make cheque payable to “The Federation of Medical Societies of Hong Kong”)

-----Advertisers' Information:-----

Contact Person: _____

Title: _____

Company: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Business Nature: _____

Signature & Chop: _____ Date: _____



2021-2023

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文保蓮女士

Dr. Wilfred Hing-sang WONG (Co-opted)
黃慶生博士

Booking Form**Email promotion to Member Societies (Members Only)**

Kindly fill in the return slip and fax in (fax no. 2865 0345).

Member Society	:	_____
Contact Person	:	_____
Title	:	_____
Tel	:	_____
Fax	:	_____
Email	:	_____
Rate	:	HK\$1,000

- ✧ This service provided is to Federation Member Societies ONLY
- ✧ Please make your cheque payable to “The Federation of Medical Societies of Hong Kong”
- ✧ Please provide your promotional email and flyer(s)

Signature & Chop

Date



THE FEDERATION OF MEDICAL SOCIETIES OF HONG KONG

香港醫學組織聯合會

Application for Booking Meeting Rooms and Facilities

Name of Applicant: _____ Position Held: _____
 (in block letters)

Organization: _____
 (in full name)

Address: _____

Tel: _____ Email: _____

Category of Hirer (Please tick):

- ☐ Member of the Federation of Medical Societies of Hong Kong
☐ Non-Member of the Federation of Medical Societies of Hong Kong

Purpose for Room Reservation: _____

Venue	Date	Time		FOR OFFICIAL USE ONLY	
		From	To	Charge per hour	Amount of hire charges
Multifunction Room (15 persons)					
Council Chamber (20 persons)					
Lecture Hall (100 persons)					

Equipment	Date	Time		FOR OFFICIAL USE ONLY	
		From	To	Charge per session	Amount of hire charges
LCD Projector (with Screen)				\$500	
Microphone system				\$50 per hour, minimum 2 hours	
Laser-pointer				FREE	

Total Amount:

 Date

 Signature

 Company Chop

Note

Note

The Federation of Medical Societies of Hong Kong
4/F Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, HK
Tel: 2527 8898 Fax: 2865 0345 Email: info@fmshk.org

www.fmshk.org