

Guide to Register for HKGBC CPD Events as a BEAM Pro/ BEAM Affiliate

Step 1: Register on the Correspond Event Website

Click **“Register (For BEAM Pro/ BEAM Affiliate or non-member)”** at the bottom of webpage.

Contact Phone:	39948890	
Contact Email:	eventregis@hkgbc.org.hk	
Programme:	5:00 pm - 5:50 pm	CPD Webinar - A Revolutionary Design for Ventilation in the Built Environment - Air Induction Unit (AIU)
	5:50 pm - 6:00 pm	Q&A Session
Language:	English	

IMPORTANT NOTES:

- For BEAM Pro / BEAM Affiliate:** Once you entered the valid BEAM Pro / BEAM Affiliate number during registration, member price will be entitled. Please register by clicking **“Register (for BEAM Pro / BEAM Affiliate or non-member)”**.
- Seats are available on a first-come-first-served basis. Upon submission through this Online Registration Form, a seat is reserved for you.
- Please settle the fee before the event commences. At around a week before the event, email reminders of the event with the Zoom Webinar ID will be sent out to those who have successfully paid.
- The URL to join the webinar is unique to the email account that you have registered with. Please do not forward the link to other email accounts.
- No Show / Cancellation** – Cancellation must be made by email to eventregis@hkgbc.org.hk on or before **3 June 2021 12:00noon**. Please quote your registration number in the email. There is **NO refund on absence from the event and cancellation made after the deadline**.
- Certificate of attendance will be issued by email at around a week after the event.
- The CPD hour(s) will be automatically uploaded to attendees' BEAM Pro / BEAM Affiliate Individual Account around a week after the event.

Limited seats. First come, first served.

Register
(for BEAM Pro / BEAM Affiliate or non-member)

Register
(for HKGBC Member)

Step 2: Fill in Personal Information

Fill in all blanks with *****. After filling in the correct BEAM Pro/ BEAM Affiliate Number, click **blank space** of the webpage until **‘Valid BEAM Pro number to enjoy the member price’** is displayed.

CPD Webinar - A Revolutionary Design for Ventilation in the Built Environment - Air Induction Unit (AIU)

Registrant Information (Please fill out the form in English)

* Salutation:

* First Name:

* Last Name:

* Job Title:
Please input full job title.

* Organisation / Company:
Please input the full name of your organisation/ company.

* Telephone:

* Email:

* Are you a BEAM Pro/ BEAM Affiliate? Yes No

* BEAM Pro/BEAM Affiliate Number:

Valid BEAM Pro number to enjoy the member price.

If "Yes", HKGBC will automatically upload CPD hours to attendants' BEAM Pro / BEAM Affiliate Individual Account if applicable to the event.

Step 3: Submit Registration

Member price will be displayed. Please click "Submit" to submit your registration.

Total Amount:	<table border="1"> <thead> <tr> <th>No. of Participant</th> <th>Base Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HK\$0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total: HK\$0.00</td> </tr> </tbody> </table>	No. of Participant	Base Price	1	HK\$0.00	Total: HK\$0.00	
No. of Participant	Base Price						
1	HK\$0.00						
Total: HK\$0.00							
Payment Method:	<input checked="" type="radio"/> Online Payment <input type="radio"/> Cheque / Bank Transfer						
	Payable to "Hong Kong Green Building Council Limited" and sent to the following address: Hong Kong Green Building Council Limited 1/F, Jockey Club Environmental Bldg 77 Tat Chee Avenue Kowloon Hong Kong						
Important Notice	<ol style="list-style-type: none"> 1. Seats are available on a first-come-first-served basis. 2. Upon submission through this Online Registration Form, a seat is reserved for you. A reminder will be sent to your email prior to the event. 3. The event will be cancelled when typhoon signal no.8 or above, or black rainstorm warning is hoisted 3 hours before the event commences. 4. Subject to the pandemic situation, the event may be conducted online. The arrangement will be announced around 3 weeks prior to the event. 						
	<input type="button" value="Reset"/> <input checked="" type="button" value="Submit"/>						

Step 4: Email Confirmation

Email confirmation will be sent to your email mailbox within 1 minute after successful registration.

Should you need any further information, please contact us at eventregis@hkgbc.org.hk.