

Aims of SPCA talks

“Respect for life begins with concern for Animals”. At the SPCA, we believe education is an important means of cultivating an individual’s respect for life and love of animals, and helps raise an awareness of animal welfare issues. Our educational talks are designed so that participants can develop a concern for animals, learn about their needs and feelings, and give careful thought to their well-being. We believe that caring for animals encourages respect for humans as well. We welcome you to have us deliver an off-site education talk and learn to be a more caring and considerate person.

Invite a SPCA (HK) lecturer to your school or organization

Time : The talk is approximately 60 minutes in length, which includes the presentation and Q & A session. We can provide a live tour of our homing centre after the talk.

Venue : Arranged by the school or organisation

No. of participants : No less than 50 people (Maximum about 300 people)

Age : 3 years old or above

Fee : HK\$1200 (without live tour) / HK\$1800 (with live tour)
(Special content request: Extra HK\$600/section)

Organisers need to provide the following:

- ◆ 2 microphones
- ◆ An LCD projector and screen
- ◆ A computer

Booking applications for our talks start three months prior to the event date (4 months prior to events in July and August). For reservation and further inquiries, please contact the Education Department on 2232 5526 or 2232 5541 during office hours (Mon - Fri: 9am - 1pm and 2pm - 6pm). Please fax your Application Form to 3003 6550 or email to edu@spca.hk after reservation.

APPLICATION FOR OFF-SITE TALK

Contact Information

Name of organisation			
Person-in-charge		Tel no.	
E-mail address		Fax no.	
Address			

*Details of Talk (Please call 2232 5526 or 2232 5541 for reservation)

<input type="checkbox"/> Invite a lecturer – without live tour (\$1200)	Medium of instruction	<input type="checkbox"/> Cantonese
<input type="checkbox"/> Invite a lecturer - with live tour (\$1800)		<input type="checkbox"/> English
Date of talk	Time	
No. of participants	(Including staff: _____)	Age

*Payment Method *Must pay in advance 2 weeks prior to the scheduled talk.*

Fee	<input type="checkbox"/> Out-talk without live tour (\$1200 per section) x _____ section(s) = \$ _____	<input type="checkbox"/> Out-talk with live tour (\$1800 per section) x _____ section(s) = \$ _____	<input type="checkbox"/> Donation \$ _____
	<input type="checkbox"/> Special content request: Extra \$600 per section x _____ section(s) = \$ _____		Total= \$ _____
<input type="checkbox"/> Request for an invoice (will only be issued before the payment is made)			
<input type="checkbox"/> Crossed cheque payable to “SPCA (HK)” *Write the organisation name, date of talk and invoice no. (if any) on the back of the cheque. *Send your cheque to: Education Department, SPCA (HK), 5 Wan Shing Street, Wan Chai, HK			
<input type="checkbox"/> Credit card (Please debit my credit card account for HK\$ _____) <input type="checkbox"/> VISA <input type="checkbox"/> Master <input type="checkbox"/> AE <input type="checkbox"/> Diners Credit card no. _____ Expiry date _____ (mm/yy) Cardholder’s name _____ Cardholder’s signature _____			

Data collected will be used to keep you updated about the latest news of the SPCA’s programmes, events and animal welfare work. If you do not wish to receive the information, please the box.

Remarks:

1. **Please call for reservation before faxing the application form to us (fax no. 3003 6550) or mailing to the address stated above.**
2. Once the application is confirmed, the payment *must be settled two weeks prior to you visit (1 month prior to summer bookings)*. In cases of financial constraint, organisations may apply for a fee reduction or waiver.
3. If the application has already been accepted and the school/organisation cancels the talk for reasons other than weather, an administrative fee of **HKD100** will be charged.
4. If any changes need to be made to your reservation, please notify us *at least* two weeks prior to your visit.
5. If the school/organisation cancels the talk on the day of visit for reasons other than weather, **no refund will be made**.
6. Bad weather and typhoon arrangements: Please follow the Education Bureau guidelines to schools (if applicable). In the event that a talk is cancelled due to bad weather or a typhoon, you may reschedule the talk with the Society (the re-scheduled date should be within the financial year) or ask for a full refund of the fees already paid.
* The SPCA (HK) reserves the rights on final decision and interpretation of above remarks.

*CONFIRMATION NOTICE (FOR OFFICE USE ONLY)

SPCA (HK) has accepted your application, and hereby confirms the following details with you:

Date		Time	
Venue			
Age		No. of participants	
Invoice no.		Date of application	
Amount received		Receipt no.	

Thank you very much for your interest in our Education Talk.

Before you join the talk, we would like to draw your attention to the arrangements and recommendations we have in place to ensure the safety and comfort of all joining parties.

Terms & Conditions for off-site talk

1. All participants must wear a mask. No food or drink is allowed during the talk.
2. Please ensure that all participants do not have a fever or other influenza-like symptoms.
3. Notify our staff well before you come if you require any special arrangement or have a particular request.
4. Photographs will be taken with participating schools during the talk and tour, whether at the SPCA centre or off-site. The SPCA retains the right to use these pictures for appropriate promotion.

We greatly appreciate your cooperation and hope you will enjoy your visit with us!