

2025 TAILOR-MADE EVENT SERVICES



Connect with our HR Community!



Reach out to our 5,000 members,
of whom around 500 are corporate members

Webinar/ Seminar

Services covering pre-event
management, onsite support,
and post-event follow up



HR leaders and practitioners

Thematic Event

Format can be keynote presentations,
panel discussions, networking
sessions, and workshops



CHROs / HR Directors /
Heads / Managers or above



2837 3823 / 2837 3824 / 2837 3829 / project@hkihrm.org



TOPICAL SHARING

You can decide the event theme
to suit your business needs,
e.g. ESG, Employee Wellness

Scan for
more details



Tailor-made Event Services Scope

Webinar / Seminar (1-hour)

Basic Package Price: HK\$40,000 (Member) / HK\$52,000 (Non-member)

Webinar: Expect 150+ RSVPs	Seminar: Expect 50+ RSVPs
Pre-event	<ul style="list-style-type: none"> • Topic and synopsis to be provided by client • Prepare marketing materials based on the topic • Promotion through HKIHRM platforms (e.g. EDM, website, social media, etc) • Follow-up on participant enquiries • Registration confirmation with webinar / seminar details • Event reminder
During Event	<ul style="list-style-type: none"> • Seminar venue provided and managed by HKIHRM • Host the event with an MC for introduction and Q&A session • Zoom platform / event onsite management and technical support
Post-event	<ul style="list-style-type: none"> • Thank-you email to attendees • Evaluation survey • Post-event social media post <p>(If actual attendee no. could not reach the agreed no., a complimentary EDM will be sent to all HKIHRM members)</p>
Top-up Service (Webinar)	Additional HK\$4,000 for every extra 50 RSVPs
Top-up Service (Seminar)	Additional HK\$12,000 for every extra 50 RSVPs
Top-up Service	Additional HK\$22,000 for each speaker / facilitator invitation



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Thematic Event (2-hour)

Basic Package Price: HK\$66,000 (Member) / HK\$80,000 (Non-member)
 (excluding costs of venue rental, F&B, venue setup and others expense out of services scope)

Format	<ul style="list-style-type: none"> • Keynote presentations • Panel discussions • Networking sessions • Workshops
Target Audience	Expect 25+ CHROs/ HR Directors or Heads with specific industry / job level (If actual attendee no. could not reach 25, a complimentary eDM will be sent to all HKIHRM members)
Pre-event	<ul style="list-style-type: none"> • Topic and synopsis to be provided by client • Prepare marketing materials based on the topic • Personalised invitations and follow up to targeted attendees • RSVP management • Event reminder
During Event	<ul style="list-style-type: none"> • On-site support (event MC, registration, technical support, etc)
Post-event	<ul style="list-style-type: none"> • Thank-you email to attendees • Evaluation survey • Post-event social media post
Top-up Service	<ul style="list-style-type: none"> • Additional HK\$5,500 for every extra 5 RSVPs • Additional HK\$22,000 for each speaker / facilitator invitation



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2025 Tailor-made Event Services - Booking Form

Contact Information

Company	:				
Address	:				
Contact Person	:		Title	:	
Email	:		Tel	:	
HKIHRM Membership No.	:				
		<input type="checkbox"/> Non-member			

Package

Please "✓" the appropriate box to indicate your preferred package.

Webinar / Seminar	
<input type="checkbox"/> 1-hour Seminar (Basic Package, Expected 50+ RSVPs)	HK\$ 40,000 (Member)
<input type="checkbox"/> 1-hour Seminar (Basic Package, Expected 50+ RSVPs)	HK\$ 52,000 (Non-member)
<input type="checkbox"/> 1-hour Webinar (Basic Package, Expected 150+ RSVPs)	HK\$ 40,000 (Member)
<input type="checkbox"/> 1-hour Webinar (Basic Package, Expected 150+ RSVPs)	HK\$ 52,000 (Non-member)
<input type="checkbox"/> Extra _____ RSVPs for Seminar	HK\$ 12,000 per 50 RSVPs
<input type="checkbox"/> Extra _____ RSVPs for Webinar	HK\$ 4,000 per 50 RSVPs
<input type="checkbox"/> Invitation of _____ speaker(s) / facilitator(s)	HK\$ 22,000 each
Thematic Event	
<input type="checkbox"/> 2-hour Thematic Event (Basic Package, Expected 25+ RSVPs)	HK\$ 66,000 (Member)
<input type="checkbox"/> 2-hour Thematic Event (Basic Package, Expected 25+ RSVPs)	HK\$ 80,000 (Non-member)
<input type="checkbox"/> Extra _____ RSVPs	HK\$ 5,500 per 5 RSVPs
<input type="checkbox"/> Invitation of _____ speaker(s) / facilitator(s)	HK\$ 22,000 each

Personal Data Collection Statement

1. Client's personal data is collected and kept for processing the HKIHRM event service booking purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.
2. The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g., special offers and discounts) for HKIHRM events, activities, training programmes, awards, surveys and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box.

I have read, understood, and agreed to all the details of the above declaration.

Signature	:		Date	:	
Name	:		Title	:	
Company	:				

Company Stamp :