



Hong Kong Trade Development Council

INVITATION – Wednesday 17th February 2016

Time: 17h30 for 18h00 for arrival
 Registration desk – 08th floor - ‘Portside’

Venue: Portside, 5 Buitengracht Street, Cape Town.

Keynote Mr Perry Fung, Regional Director, Middle East & Africa

Speaker:

Topic: ‘Navigating a World of New Opportunities through Hong Kong’

As seating is limited and to facilitate catering arrangements, reply no later than 12h00, Monday 15th February 2016

Please note that **Non-members and Guests** are always welcome to attend, at a fee of **R285.00 pp. (STRICTLY PAYABLE IN ADVANCE)**

Please TAKE note of the annexure with details attached, which informs all of the procedure / order of the evening’s event, which we all are asked to adhere to.

Kindly forward replies direct to noreen@exportersclubwc.co.za, terry@exportersclubwc.co.za; and or to fax no -021 852 1499

Payment made via EFT: ABSA Bank: Acc. no. 12-9858- 0604 (cheque) / Branch code 632005.

Reply slip ~ function Wednesday 17th February 2016

Yes, I/we will attend the above function

Name(s)

Company:..... Tel:



Annexure

In order for the various arrangements that have been made and ensure that the evening runs as smoothly as possible, we ask that all delegates attending make note of the following,

Order of the evening's proceeding;

17h30 for 18h00	Arrival for registration
18h00 to 19h00	Opening address / Speaker; Mr. Perry Fung
19h00 onwards	Snacks and beverages will be served
20h30	Closure of the evening

Parking entrance in Mechau Street.

On arrival at parking security, provide your name(s) as well as either ID and or Drivers Licence.

The Security staff will have a guest list and are required to tick each one off on arrival. They will then advise you, where to park.

In the lift area go to the FNB lift and press the 08th floor, where the reception is situated

Registration: 08th Floor, reception, 'Portside' building.

Your ECWC team await, to welcome you.

3 desks will be set up for registration.

Guest list alphabetically noted under your company name.

You will then proceed to the 28th Floor, accompanied by once again one of the ECWC team.

Reservations: Due to seating restriction, be aware that bookings received will be on a first come first served basis. Booking confirmation will then be advised by email.

In respect of additional guests and or non-members, payment must be received not later than midday, Tuesday 16th February 2016. If not so done the reservation will be removed.

Please take cognizance that the 'Portside' is 100% a 'Non Smoking' zoned building.

Look forward to seeing you on the 17th February 2016.