

INVITATION TO

The Hong Kong Chapter of IFMA 17th Annual General Meeting & Lunch Presentation 26 June 2008, Friday



IFMA
The Hong Kong Chapter of IFMA

Annual General Meeting (Members Only)

Registration: 12:15 - 12:30

Meeting: 12:30 - 13:00

Meeting Agenda:

- 1.0 Call to Order
- 2.0 Confirmation of the Minutes of the Annual General Meeting held on 30 June 2008
- 3.0 President's Report
- 4.0 Secretary's Report
- 5.0 Treasurer's Report
- 6.0 Announcement of Officers for the Year 2009 - 2010
- 7.0 Any Other Business



Venue Sponsor

room to learn
cliffons



IFMA Lunch Presentation (Members and Non-members)

Topic:

**How to Raise Service Quality by Developing "Knowledge" Workers
(The "knowledge" journey of a 5 star hotel)**

Speaker's Profile:

Eva Lo is Director of Knowledge Management, at Langham Place. Langham Place opened in Mongkok in 2004. In less than 5 years, Langham Place has established itself as a leader in training, quality and knowledge management.

Eva joined Langham Place in 2004 as a member of the hotel's pre-opening team. She has helped build the hotel's training and knowledge management functions from scratch to its current successes.

Prior to joining Langham Place, Eva has worked in other leading companies in major industries and has managed and delivered training in Hong Kong, Singapore, Malaysia, Thailand, China, Canada and United States.



■ EVENT DETAILS

DATE: 26 June 2009 (Friday)

TIME: Registration ~ 12:30 - 13:00
Lunch ~ 13:00 - 14:00
Lunch Presentation ~ 13:15 - 13:45
Finish ~ 14:00

VENUE: Cliffons, Level 33, 9 Queens Road Central, HK

LANGUAGE: English/Cantonese

CHARGE: HK\$100 for IFMA Member
HK\$120 for Non-Member
(The cost includes lunch. Please confirm the menu from the attached form and return before 22 Jun 09.)

ENQUIRIES: Joanne Ng, Chapter Administrator
Tel: (852) 2512 0111

CONDITIONS: Please issue cheque payable to **"International Facility Management Hong Kong Chapter"** and mail to The Hong Kong Chapter of IFMA, Rm 1301, 13/F, Leighton Centre, 77 Leighton Road, Causeway Bay, Hong Kong

■ REGISTRATION

Complete the form below and return it to Chapter Administrator at fax: (852) 2512 0555 or email: hk-ifma.administrator@ifma.org.hk

Name: (Mr/Mrs/Ms) _____

Company: _____

Position: _____

Office: _____

Mobile: _____

Email: _____

Membership: _____ IFMA / non-member

Membership no: _____

I will attend the AGM and Lunch Presentation

I will attend the AGM only

I will attend the Lunch Presentation only

Lunch Menu for IFMA Lunch Presentation


26-Jun-09

*Please complete the form and fax to (852) 2512 0555 or
email to hk-ifma.administrator@ifma.org.hk before 22 June 2009*

Name : _____

LUNCH SET

2 sets Delicious Sandwiches +1 set Fruit Box + 12 oz Juice

(Please use  to select two items from sandwiches option & one item from fruit juice option)

Sandwiches Options

- | | | |
|----|-----------------------|-------|
| 1 | Ham + Cheese | _____ |
| 2 | Ham + Egg | _____ |
| 3 | Tomato + Egg | _____ |
| 4 | Tomato + Ham | _____ |
| 5 | Mushroom + Chicken | _____ |
| 6 | Mushroom + Ham | _____ |
| 7 | Egg Salad | _____ |
| 8 | Roasted Beef | _____ |
| 9 | Smoked Ham | _____ |
| 10 | Tuna | _____ |
| 11 | Tuna + Egg | _____ |
| 12 | Avocado + Chicken | _____ |
| 13 | Chicken Salad | _____ |
| 14 | Corned Beef | _____ |
| 15 | Cheese + Salad | _____ |
| 16 | Black Pepper Crabmeat | _____ |

Fruit Juice Option

- | | | |
|---|------------|-------|
| 1 | Watermelon | _____ |
| 2 | Melon | _____ |
| 3 | Apple | _____ |
| 4 | China Pear | _____ |
| 5 | Orange | _____ |

Remarks:

- 1 Free coffee, tea and water are available in break-out area

Cliftons Photos:



Location Map:

