

## The 13th Annual General Meeting of Aircraft Division cum Aircraft Division AGM Lecture Dinner 2024

### FAQ for Company Reps

- Q1. What are the events to be held by the Aircraft Division on 10 May 2024 (Friday) at the Regal Airport Hotel (“RAH”)?
- A1. There are **two** events: 1) the *13th Annual General Meeting (AGM) of Aircraft Division* and 2) *Aircraft Division AGM Lecture Dinner 2024*.
- Q2. Prior registration and payment required for attending the 13th AGM of Aircraft Division?
- A2. **No.**  
All members of the Aircraft Division have the right to attend the AGM for the election of the Chairman and Ordinary Members of next session’s Division Committee.
- Q3. Prior registration and payment required for attending the Aircraft Division AGM Lecture Dinner 2024?
- A3. **Yes.**  
The AGM Lecture Dinner 2024 is open to all. Prior registration and payment through the Company Reps; or individually via the event flyer registration link.
- Q4. What are the roles of the Company Reps?
- A4. The Company Reps are volunteers who help to: 1) promote the **AGM Lecture Dinner 2024**; 2) coordinate the registration; and 3) collect payment for the AGM Lecture Dinner 2024 in his / her organisation.
- Q5. What information is to be collected / provided by the Company Reps?
- A5. Full Names of the members / guest; and indicate if they are HKIE Aircraft Division (AC) / Aircraft Discipline (ACE) / Student Members. Pls **don’t** collect personal data such as ID / membership numbers or contact details. Refer to the attached Excel sheet for details.
- Q6. How much do I collect for a seat or table?
- A6. HKD150 per head for HKIE AC / ACE / Student Members.  
HKD800 per head for other guests.  
HKD7,500 per sponsored table of 10 pax (regardless of members or non-members).

Note: *The dinner is heavily subsidised by the surplus of the training courses delivered by the volunteers of the Division.*

- Q7. Are students eligible for HKD150 per head?
- A7. No, unless they are current HKIE Student Members; or have submitted their HKIE student membership applications.
- Q8. How do I know if they are AC / ACE / Students Members or not?
- A8. Even the Division Committee do not have such information.  
You have to rely on the honour system for registration and payment.  
However, we will verify their AC membership status when we receive the Excel sheet and the latest AC Membership List from HKIE HQ before the AGM.
- Q9. How do I handle the registration information and collected payment?
- A9. After consolidating the registration, pls e-mail the completed Excel sheet to [HKIE.AC.2018@gmail.com](mailto:HKIE.AC.2018@gmail.com). Ir CHAN Wai Kwong, our Hon Treasurer will contact you to work out the handling method for the collected payment before the AGM Lecture Dinner 2024.
- Q10. Any deadline?
- A10. We have to confirm the total headcount with RAH by end of April. Pls e-mail us the completed Excel sheet on or before **29 April 2024 COB**.
- Q11. How are tables allocated?
- A11. The representatives of the sponsored tables may select their preferred table numbers on a first-come first-served basis. Random allocation for all other tables. Members / guests from the same organisation will be assigned to the same table / table group.
- Q12. Any AGM Lecture Dinner souvenirs this year?
- A12. Yes. Aircraft Division logo-printed Momax Q.PLUG BOX 100W 6-Port GaN with Wireless Charging (UM28AUKW). SRP at HKD399.
- Q13. For ACE / Student Members or guests who are **not** AC Members, can they stay in the RAH Ballroom during the AGM?
- A13. **Yes**, if a ballot is **not** required to be held for the election.  
If a ballot is required, the reception staff will advise the arrangement during guest registration on 10 May 2024.