**Community Talk Programme on Smart Use of Communications Services**

**Application Form**

To: Office of the Communications Authority (Email: [genesislee@ofca.gov.hk](mailto:genesislee@ofca.gov.hk) / Fax: 2116 2656)

We would like to invite the Office of the Communications Authority (OFCA) to hold a talk on Smart Use of Communications Services at (name of the organisation) / at (name of the centre under the organisation) with details as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** |  | **Starting Time** | **Major Target Audience**  **(Women, youth or the elderly)** | **No. of participants** |
| *Example:* | *6 October 2017* | *Fri* | *10:00am* | *Women & the elderly* | *50* |
| 1st Choice |  |  |  |  |  |
| 2nd Choice |  |  |  |  |  |
| 3rd Choice |  |  |  |  |  |

Venue Address:

Name of Applicant: (Ms / Mr) Post:

Contact number: Fax number / Email:

Signature of the Applicant: 　 Date:

Organisation chop：

We would like to receive information on OFCA’s consumer education events / activities in future.   
□ Yes □ No

|  |  |
| --- | --- |
| Remarks: | 1. OFCA will handle community talk applications on a first-come-first-served basis. |
|  | 1. Due to resource limitation, priorities will be given to organisations with 30 or more participants. |
|  | 1. Confirmation email / fax will be sent to the concerned organisation within five working days after our confirmation of the arrangement. OFCA will contact the concerned organisation to confirm the number of participants two weeks before the talk. For enquiries, please contact OFCA on 2961 6276. |
|  | 1. The organisation is required to prepare all the necessary equipment, such as laptop, projector and speakers, for the talk. OFCA’s representative may bring along laptop computer upon request. |
|  | 1. OFCA reserves the final right to confirm the date and time of the talk. |
|  | 1. The personal data provided in this form will be used by OFCA for the purposes of handling the application, contacting the concerned person/organisation and other purposes relating to the talk only. All personal data will be treated in strict confidence. |