



勞工處展能就業科

Selective Placement Division, Labour Department



香港中華廠商聯合會

The Chinese Manufacturers'  
Association of Hong Kong

## Seminar on “All-inclusive Working Environment: A Win-Win Situation to All”

The Selective Placement Division of the Labour Department and the Chinese Manufacturers' Association of Hong Kong are going to co-organise a Seminar on “**All-inclusive Working Environment, A Win-win Situation to All**” at the Royal Plaza Hotel in Mong Kok in the **afternoon of 23 November 2018 (Friday)**.

The Seminar will feature a thematic talk on “Understanding how persons with disabilities can rise to challenges in workplace with the aid of technology in the 21st Century”. To help promote inclusive work environment, there will be an experience sharing session on how to get along with employees with disabilities. Another thematic talk on “Understanding the challenges faced by persons with ex-mental illness at work and how to assist them in coping work pressure” is also a highlight of the seminar.

### Talk/Briefing-cum-experience-sharing Sessions:

- Thematic Talk on “Understanding how persons with disabilities can rise to challenges in workplace with the aid of technology in the 21st Century”  
Speaker: Ms. Ada Ng, Director, Corporate Affairs & Philanthropies, Microsoft Hong Kong Limited
- Experience Sharing by Employer and an Employee with Disabilities  
Speaker: Employer, employee with disabilities and representative of the Labour Department
- Thematic Talk on “Understanding the challenges faced by persons with ex-mental illness at work and how to assist them in coping work pressure”  
Speaker: Psychiatrist from the Castle Peak Hospital

★ *With tea break session for networking*

We cordially invite representative(s) of your company/organisation to participate in the Seminar (in Cantonese only). Admission is **free of charge**. Please kindly fill in the attached reply slip and fax to our division (Fax: **2542 4823**) by **9 November 2018** for enrolment. Seats will be allocated on first-come-first-served basis due to limited availability. Participants will receive a notification of seat arrangement by fax on or before 16 November 2018.

For enquiries, please contact us at 2852 4876.

Selective Placement Division  
Labour Department

Attachment : Reply slip of Seminar on “**All-inclusive Working Environment, A Win-win Situation to All**”

# Reply Slip

**Seminar on**  
**“All-inclusive Working Environment, A Win-win Situation to All”**  
**Selective Placement Division, Labour Department and**  
**the Chinese Manufacturers’ Association of Hong Kong**

**Date:** 23 November 2018 (Friday)  
**Time:** 2:00 to 5:00 p.m. (Registration starts at 1:30p.m.)  
**Venue:** Grand Ballroom II-III, Level 6, Royal Plaza Hotel  
 193 Prince Edward Road West, Kowloon, Hong Kong  
**Language:** Cantonese  
**Fee:** Free of charge  
**Enquiry:** 2852 4876

To : Selective Placement Division, Labour Department

Fax : **2542 4823**

※ Please fax this reply slip to us **by 9 November 2018** ※

Representative(s) of our company/organisation as listed below will attend the seminar on 23 November 2018.

**Name of company /** \_\_\_\_\_ **(Chi)**  
**organisation :** \_\_\_\_\_ **(Eng)**

**Particulars of participants:**

No.	Name	Position	Tel no.	Fax no.
1	(Mr / Ms)			
If you wish to receive promotional materials of our division by email, please provide email address:				
2	(Mr / Ms)			
If you wish to receive promotional materials of our division by email, please provide email address:				

**Notes :**

- Deadline of application is 9 November 2018. Seats are limited and allocated on first-come-first-served basis. The Labour Department is vested with the ultimate authority to accept or deny applications.
- The Labour Department will notify applicants of the results via fax. Please contact us if you do not receive any notification by 16 November 2018.
- Your personal data provided will be used for enrolment purpose only. After this event, the Labour department will retain the name, address, email address, telephone number and fax number of organisation to keep you informed of our activities. If your company does not wish to receive information about activities of the Selective Placement Division of the Labour Department, please fax your request to 2542 4823.
- If Pre-No. 8 Special Announcement or No. 8 or higher Tropical Cyclone Warning Signal or Black Rainstorm Warning is issued/in force at 11:00am on the event day, the seminar will be cancelled without further notice.

**For official use only :**

Seats have been reserved for you. Your seat number(s) is/are : \_\_\_\_\_ & \_\_\_\_\_.

Please provide us with your seat number(s) during registration or bring with you this form.

Sorry that the seminar is full. Thank you for your support.