

13 May 2024

Dear Members,

28<sup>th</sup> Annual General Meeting & Dinner

Notice is hereby given that the 28<sup>th</sup> Annual General Meeting & Dinner will be held on Friday, 21 June 2024. The venue and schedule are shown as follows:

Meeting Venue : Room P4704, CityU Main Campus, Kowloon Tong.  
(Meeting will be Live Broadcast via Microsoft Team\*)

Dinner Venue : City Chinese Restaurant  
8/F, Bank of China (Hong Kong) Complex,  
City University of Hong Kong, Tat Chee Ave, Kowloon Tong.

Dinner Style : Chinese banquet

Schedule : 18:00 – 18:30 (Reception)  
18:30 – 19:00 (The 28<sup>th</sup> Annual General Meeting)  
19:30 – 22:00 (Dinner)

Dinner Fee: HKD 160 per head for Member  
HKD 50 for Student Member  
HKD 420 for Non-Member  
\*Payment for dinner can be made at the door.

Please kindly fill in the reply slip for AGM & Dinner seat reservation and return it **on or before 10 June 2024 (Mondy)**.

Agenda for the 28<sup>th</sup> Annual General Meeting:

1. Confirmation of Minutes of the 27<sup>th</sup> Annual General Meeting
2. Section Chair's Annual Report for Session 2023/2024
3. Endorsement of Section Chair's Annual Report for Session 2023/2024
4. Section Treasurer's Report for Session 2023/2024
5. Endorsement of Section Treasurer's Report for Session 2023/2024
6. Election Announcement of Section Officers for Session 2024/2025
7. Appointment of Section Auditors for Session 2024/2025
8. Message from In-coming Section Chair for Session 2024/2025
9. AOB

**The American Society of Mechanical Engineers**

**The Hong Kong Section of ASME International, 2023-2024**



We are looking forward to meeting with you on 21 June 2024.

Sincerely,

K. C. CHOW

Honorary Secretary

The Hong Kong Section of ASME International

Encl.

## Reply Slip

I will / will not\* attend the AGM on Friday, 21 June 2024.

I will / will not\* attend the Annual Dinner on Friday, 21 June 2024.

Total number of people who will join the dinner: \_\_\_\_\_

\* Please delete as appropriate

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**(Please reply no later than 10 June 2024)**

Completed by : \_\_\_\_\_ ASME Membership No. : \_\_\_\_\_

Contact No. : \_\_\_\_\_ Email Address : \_\_\_\_\_

Email To: Mr. K. C. CHOW, Honorary Secretary  
c/o The Hong Kong Section of ASME International  
Email: [info@asmehk.org](mailto:info@asmehk.org)

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