



Contact Name

Contact Email

Company Name

Submission Date

Company Website

Language

**NEW Advertisement Details**

Event Title - HEADING

Ad Dates

Event Title - Subheading

Venue

Event Date(s)

Event Price: Regular Price, HKICC Discount, Early Bird Discount, etc

Event Time (Start/Finish)

Additional Notes on logistics and deadlines

Link(s) to Event Webpage

Link(s) to Registration Page or Download

**Short Event Summary** - 100 words or fewer - this text is the **ONLY** descriptor that will be used for the email ad and the Event Preview online. Please email image or logo separately.

**Detailed Event Summary** - this text, and **ALL OTHER** detail will be used for the complete event listing online **IN LIEU** of the above description - include the text above if you want it in the website listing.

Brief Introduction to Trainer/Facilitator/Coach - this text will be used for the complete event listing online only

Organiser Details - this text will be used for the complete event listing online only

Additional Notes

**Please email this form with your ad image to [info@coachinghk.com](mailto:info@coachinghk.com).  
Image should be a .jpg or .png file format with a minimum size of 200px width x 300px height.**