**25th – 28th March 2017 at Regal Airport Hotel**

**Registration Form**

Please read the **RULES & REGULATIONS** for more details about the retreat before completing this form.
Please return the completed form to Bodhinyana International Foundation Limited (refer to Registration Method as attached)

**Personal Particulars: (\*Required)**

|  |  |
| --- | --- |
| **English Name\***:  | **Chinese name**:  |
| **Age**:  | **Gender\***: F / M | **Occupation**:  | **Marital status**:  |
| **Highest Education Qualification**: | **Email address\***:  |
| **Correspondence address\***:  |
| **Mobile Phone\***: | **HKID / Passport No.\***: (First 5 digit A1234XXX) |
| **What motivates you to join this retreat\*?**  |
| **Do you have any Meditation Experience\*?** 🞏 Yes 🞏 No (Please tick.)* If yes, kindly please state your instructor’s name:
* How often and how long each time do you do sitting meditation?
 |

**Medical History**: (Please specify if you have any health, physical or emotional problem\*)

**Relative or Friend for contact in case of emergency\***

Name： \_\_\_\_\_\_\_ Relationship： \_\_\_\_\_ Mobile Phone： \_\_\_\_

**I, \_\_\_\_\_ , the undersigned hereby declare that the above information is true. I am also willing to abide by the organizer/meditation instructor’s advice and the rules and regulations of the retreat. Otherwise, I will have to leave the retreat as instructed by the organizer/meditation instructor. I hereby agree and accept that neither the organizer nor the management of Bodhinyana International Foundation Limited** **shall be held liable in the event of any injury (mental or physical), losses or damages occurred during this retreat.**

Signature: Date：

|  |  |  |
| --- | --- | --- |
| Enquiries: | **Contact Person** | **Email** |
| Bodhinyana International Foundation Limited | Ms. Della Chiu | bifasia@gmail.com |

**Retreat Accommodation *(Please check preference)***

Due to limited rooms’ availability, we will notify you if we cannot accommodate your preference.

**Hong Kong Regal Airport Hotel**

🞏 2-persons sharing **HK$5,200** Share room with (if any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Single, non - sharing room **HK$7,000**

***OR***

🞏 3-persons sharing **HK$4,900\*\***

\*\* This option is only for three participants joining together and sharing a room (very limited triple rooms are available, we may not be able to accommodate you and you may need to upgrade to 2-persons sharing or single room. This is solely subject to Hotel availability)

If 3-persons sharing room, please indicate the other two registered participants’ names below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The above Fees are per person rates include: Hotel Accommodation + Food + Share of Event Cost + Retreat Fee*

***OR***

**4 Day Commuter**

🞏 **HK$4,000^** *Inclusive of Lunches and Refreshments (No breakfast) + Share of Event Cost + Retreat Fee*

**Voluntary Donation##** (Your generous donation would help covering the airfare and living expenses incurred by our venerable teacher and the Teaching Tour; all remaining balance will be donated to Bodhinyana Monks Monastery in Serpentine, W. Australia.)

**🞏 HK$300 🞏 HK$500 🞏 HK$1,000 🞏 Others** (Please specify)： \_\_\_\_\_\_\_

**##Note: Donation receipt will be issued for donation in the amount of HKD100 or above**

🞏 Please check here if you need a tax deductible Donation Receipt

**Name for issuance of Donation receipt** (if different from above) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount (**Retreat Accommodation + Donation**) : HKD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cheque #\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

By signing below, I/We, for the purpose of the Personal Data (Privacy) Ordinance, consent that the personal information collected or held by the Company (whether contained in this Form or otherwise obtained) may be used by or disclosed to individuals or an organization within or outside Hong Kong for the purpose of the accommodation booking & etc. and will be treated in confidential manner and not be disclosed to any other party.

🞏 Please check if you wish us to use your personal information to inform you of upcoming events.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name in BLOCK LETTERS

**Opting out** If at any time you would like us to remove your personal information from our records, please contact us at bifasia@gmail.com.  Please note that you may no longer receive updates, announcements, or invitations to events if we remove your personal information.

**Registration Method**

**By POST**

Please complete this Registration Form together with a crossed cheque/ bank pay-in slip and submit by POST to

**Bodhinyana International Foundation Ltd.**

**Room 1108 11/F Tower 3**

**Phase 1 Enterprise Square**

**9 Sheung Yuet Road Kowloon Bay
Kowloon Hong Kong**

***Attn. “BIF – 4D Retreat Appln”***

Please issue a crossed cheque in FULL amount, payable to the Account Name as below.

***Or* By EMAIL**

Please scan the complete Registration Form (pdf) with the bank pay-in slip (pdf) and send

**by EMAIL to bifasia@gmail.com**

**Bank Account Details**

**Bank Name: Bank of East Asia 東亞銀行**

**Account No.: 015-220-25-10580-6**

**Account Name: Bodhinyana International Foundation Limited (覺智國際基金會有限公司)**

***Please mindfully double check the spelling of our account name and it ends with “Limited“(or “Ltd.”), we have received many bounced cheques previously due to incorrect spelling or incompleteness of our Account Name; which delays the application process and increase our workload.***

**We will acknowledge the receipt of your application via email and if it is not successful, we will return the cheque or arrange refund.**

**Please email us if you do NOT receive our email confirmation by 17 March 2017.**

***Any changes and cancellation are not allowed after confirmation of application. All payment made is non-refundable.***

**RULES & REGULATIONS**

1. **Only** successful applicants can join the retreat.
2. Detailed retreat schedule and reminders will be sent to successful applicants in due course.
3. Full participation in the whole retreat is required.
4. Participants will stay in the confirmed room as assigned.
5. Please wear conservative and comfortable clothes (no jeans or tight clothings, etc). Avoid wearing clothes which emit noises with body movement.
6. Sitting cushions will be provided during the retreat, but participants are encouraged to bring their own sitting meditation cushions if they already have.
7. Vegetarian breakfast, lunch, and evening liquid refreshment will be provided. Drinking water will be available throughout the day. NO DINNER will be provided.
8. To support an environment conducive to cultivating peace of mind and wisdom, please observe noble silence throughout the retreat and in all areas of the venue. All kinds of electronic communication devices are required to be switched off.
9. As reverence and morality are the foundation of effective meditation that leads to wisdom, kindness, peace, contentment and appreciation, all participants shall take the Three Refuges with respect and observe the Eight Precepts during the retreat.

**About the Three Refuges and the Eight Precepts**

The Three Refuges are the Buddha - the awakened one who experienced enlightenment; the Dhamma – the way to enlightenment; the Sangha – the community of the Buddha’s noble disciples who experienced enlightenment, being virtuous friends on the path to enlightenment. They embody enlightenment, showing guidance to Buddhist practitioners and leading them to be free from suffering.

**The Eight Precepts to be observed during the retreat are to:**

1. Refrain from killing any living beings.
2. Refrain from taking things which are not given.
3. Refrain from sexual activity.
4. Refrain from untruthful, unwholesome or useless speech.
5. Refrain from taking intoxicants, including drugs, alcohol and smoking.
6. Refrain from eating food at the forbidden times, i.e. after noon (Note: Having light, liquid refreshment is allowed in the evening, and please obtain permission if food consumption is needed for medical or health reason).
7. Refrain from dancing, singing, listening to music, going to see entertainments, wearing garlands, using perfumes, and beautifying the body with cosmetics.
8. Refrain from sitting or lying on high, luxurious seats (Note: There will be no luxurious seats at the retreat venue).