



HKSF Valentine's Day DIY Skincare Workshop

Valentine's Day is a day to celebrate love. Before this day of romance, HKSF is delighted to bring you this Valentine's Day DIY Skincare Workshop. Come and discover the rewarding experience of producing your own personalized skincare products. These products are made with natural ingredients which you can share with your beloved ones.

Please see below for the event details:

- Date:** Wednesday, 8th February 2017
- Time:** 7:00 pm – 9:00 pm
- Venue:** **HKSF Office**
14/F, BOC Group Life Assurance Tower,
136 Des Voeux Road Central, Hong Kong
- Fee:** HK\$250 for HKSF Member
HK\$300 for Non-member / Guest
(This fee covers the cost for all ingredients and packaging.)
- Language:** Medium of Instruction – Chinese (Cantonese) / English
- Maximum Capacity:** 20 pax
- Dress code:** Business Casual
- Registration Deadline:** 5:00pm, 1st February 2017 (Wednesday)

Seats are limited and registration is on a first-come-first-served basis.
Please book early to avoid disappointment!

HK SFA Valentine's Day DIY Skincare Workshop

Contents of workshop include:

- Aromatherapy basics
- Profile of essential oils used in workshop (5-6 oils)
- Product demonstration
- Hands-on practice by participants and blending of essential oils being applied in products

3 Products to be produced at Workshop:

1. Moisturizing lip balm with jojoba oil (x3 pcs)
2. Rose hand cream with shea butter
3. Moisturizing body scrub with raw sugar (personalize blending)

- All oils used in workshop are natural cold-pressed vegetable oils and 100% pure essential oils.
- Gift box (sample below) will be provided as wrapping for products produced in workshop.



About the Instructor

Ms. Tiffany Wong, Aromatherapist

- Ms. Tiffany Wong graduated from the Fleur International College of Aromatherapy, which is an accredited school of the International Federation of Professional Aromatherapist (IFPA).
- In addition to being a certified aromatherapist, Tiffany is also a Certified Infant Massage Instructor, which is accredited by the International Association of Infant Massage.
- In addition to conducting individual aromatherapy sessions, Tiffany is an experienced trainer who has conducted corporate training sessions and workshops on aromatherapy, personal care products DIY, and infant massage.
- Tiffany also holds an MBA from the Hong Kong University of Science and Technology.

Remarks:

- Please arrive at the venue 15 minutes in advance. The event will start at 7:00pm sharp, and no make-up session(s) will be arranged for late-comers.
- Participants should depart the venue 15 minutes after the event.
- A briefing on making DIY products will be provided by instructors before the workshop starts.
- Photo-taking is permitted during the event. Please note that event provider and HK SFA reserves the copyright of all photos, videos and other media taken from their equipment during the event for marketing purposes.
- Smoking is prohibited.
- No outside food and drinks are allowed to be consumed at the venue.
- Participants should take good care of personal belongings. The event provider and HK SFA are not responsible for any personal loss.
- Only registered participants are allowed to stay and attend the event.
- In the event of a dispute, the decision of HK SFA shall be final and binding.

Weather Arrangement:

Except Typhoon Signal No. 8 or higher or black rainstorm warning, this activity will still be on.

Registration:

1. **Registration is only confirmed upon receipt of payment.**
2. After completing the registration and payment process, you will receive email notifications with registration details. A reminder will also be sent before the event begins. If you have not received the email notification or reminder from HK SFA, it is your responsibility to contact HK SFA to confirm your registration.

Policy for Substitutions, Cancellations and No Show:

1. **Registrations should be paid in full before the commencement of the event.** Immediate payment is required upon email confirmation. Should the registration fee remains outstanding, HK SFA reserves the right to disallow entrance to the event.
2. **Full amount will still be charged** for no show or enrolment made after Monday, 23rd January 2017, this would include those whose payment mode is “by cheque” but have not sent in the cheque to complete the payment process.
3. **An administration fee HK\$80 will be charged** for any cancellation of confirmed enrollment made on or before Monday, 23rd January 2017. All cancellation requests must be made in writing and be confirmed by email from HK SFA.
4. **Refund of the event fee (less an administration fee of HK\$80 per person)** will be given for cancellation received on/before Monday, 23rd January 2017.
 - **For payment made by credit card**, refund will be handled through the bank, please allow 4 to 6 weeks for processing. The amount will be refunded to the paid credit card account.
 - **For registrants whose payment mode is “by cheque”**, even if the cheque has not been sent to HK SFA in full amount, the HK\$80 administration fee is also applicable and must be settled by registrants.
 - **For payment made by cash**, HK SFA will arrange the refund cheque sending to registrants by mail, the amount will be the event fee less the administration fee HK\$80.
5. **No refund** will be given for cancellation received after Monday, 23rd January 2017.
6. Substitutions are allowed. Please notify us prior to the event. Non-member rate applies if the substitute is not an HK SFA member.
7. The Society reserves the right to cancel the event due to any unforeseen circumstances or the minimum number of enrolment is not achieved. Full amount will then be refunded to registrant.