

# HR SERVICE PROVIDERS DIRECTORY 2025/26

## Distribution Channels



Hard copies  
mailed to  
HKIHRM members



Email digital  
copies to HKIHRM  
database



Showcase at HKIHRM's  
signature events  
and training centre



Showcase to  
business partners



Quick search on  
HRSP Directory  
website



Digital copies  
available for  
download



## Member Readership

**~5,000**

HKIHRM Members with  
around 500 Corporate Members

**54%**

Managerial Grade

**39%**

Director/C-suite

*Advertising Packages  
that Fit Your Budget*

Enquiry: 2837 3823 / 2837 3825 or [project@hkihrm.org](mailto:project@hkihrm.org)

# HR Service Providers (HRSP) Directory 2025/26

## ADVERTISING BOOKING FORM

Please **EMAIL** the completed form to [project@hkihrm.org](mailto:project@hkihrm.org)  
Tel: 2837 3823 / 2837 3825

### Contact Information

Company	:				
Address	:				
Contact Person	:		Title	:	
Email	:		Tel	:	
HKIHRM Membership No.	:	<input type="checkbox"/> Non-member			

### i) Advertising Packages on HRSP Directory

Please "✓" the appropriate box to indicate your preferred package.

**Early-bird Booking Deadline: 17 April 2025**

	Value	Welcome Offer 1st Entry*	Member (HK\$)		Non-member (HK\$)	
			Early-bird	Regular	Early-bird	Regular
a) Online & Print Company Listing <b>(SALE)</b>	\$9,800	<input type="checkbox"/> \$2,000	<input type="checkbox"/> \$3,000	<input type="checkbox"/> \$4,000	<input type="checkbox"/> \$4,200	<input type="checkbox"/> \$5,200
b) 2 in 1 Package (Online & Print Company Listing + Advertisement)						
1) Consecutive Double Page	\$43,400		<input type="checkbox"/> \$23,100	<input type="checkbox"/> \$31,000	<input type="checkbox"/> \$32,300	<input type="checkbox"/> \$43,400
2) <del>Back Cover (SOLD OUT)</del>	<del>\$40,500</del>		<input type="checkbox"/> <del>\$21,000</del>	<input type="checkbox"/> <del>\$28,900</del>	<input type="checkbox"/> <del>\$29,400</del>	<input type="checkbox"/> <del>\$40,500</del>
3) Inside Front Cover	\$36,800		<input type="checkbox"/> \$18,900	<input type="checkbox"/> \$26,300	<input type="checkbox"/> \$26,500	<input type="checkbox"/> \$36,800
4) Inside Back Cover	\$35,300		<input type="checkbox"/> \$17,900	<input type="checkbox"/> \$25,200	<input type="checkbox"/> \$25,100	<input type="checkbox"/> \$35,300
5) <del>First Inside Page (SOLD OUT)</del>	<del>\$32,300</del>		<input type="checkbox"/> <del>\$16,800</del>	<input type="checkbox"/> <del>\$23,100</del>	<input type="checkbox"/> <del>\$23,500</del>	<input type="checkbox"/> <del>\$32,300</del>
6) Second Inside Page	\$30,900		<input type="checkbox"/> \$15,200	<input type="checkbox"/> \$22,100	<input type="checkbox"/> \$21,300	<input type="checkbox"/> \$30,900
7) Last inside Page	\$29,400		<input type="checkbox"/> \$14,200	<input type="checkbox"/> \$21,000	<input type="checkbox"/> \$19,900	<input type="checkbox"/> \$29,400
8) 4C Full Page (ROP)	\$23,500	<input type="checkbox"/> \$8,800	<input type="checkbox"/> \$11,000	<input type="checkbox"/> \$16,800	<input type="checkbox"/> \$15,400	<input type="checkbox"/> \$23,500
9) 4C Half Page (ROP)	\$16,200		<input type="checkbox"/> \$7,900	<input type="checkbox"/> \$11,600	<input type="checkbox"/> \$11,100	<input type="checkbox"/> \$16,200
10) Print Insertion	\$35,300		<input type="checkbox"/> \$17,900	<input type="checkbox"/> \$25,200	<input type="checkbox"/> \$25,100	<input type="checkbox"/> \$35,300
11) Print & Online Advertorial <sup>#</sup>	\$25,100		<input type="checkbox"/> \$12,600	<input type="checkbox"/> \$17,900	<input type="checkbox"/> \$17,600	<input type="checkbox"/> \$25,100
c) 3 in 1 Package						
1) Online & Print Company Listing + 4C Full page Ad (ROP) + <a href="#">1 Year Corporate Membership</a> (original: \$9,000)	\$32,500	<input type="checkbox"/> \$13,500			<input type="checkbox"/> \$20,100	<input type="checkbox"/> \$28,200
2) Online & Print Company Listing + 4C Full Page Ad (ROP) + Print & Online Advertorial <sup>#</sup>	\$48,600		<input type="checkbox"/> \$16,800	<input type="checkbox"/> \$25,200	<input type="checkbox"/> \$23,500	<input type="checkbox"/> \$35,300

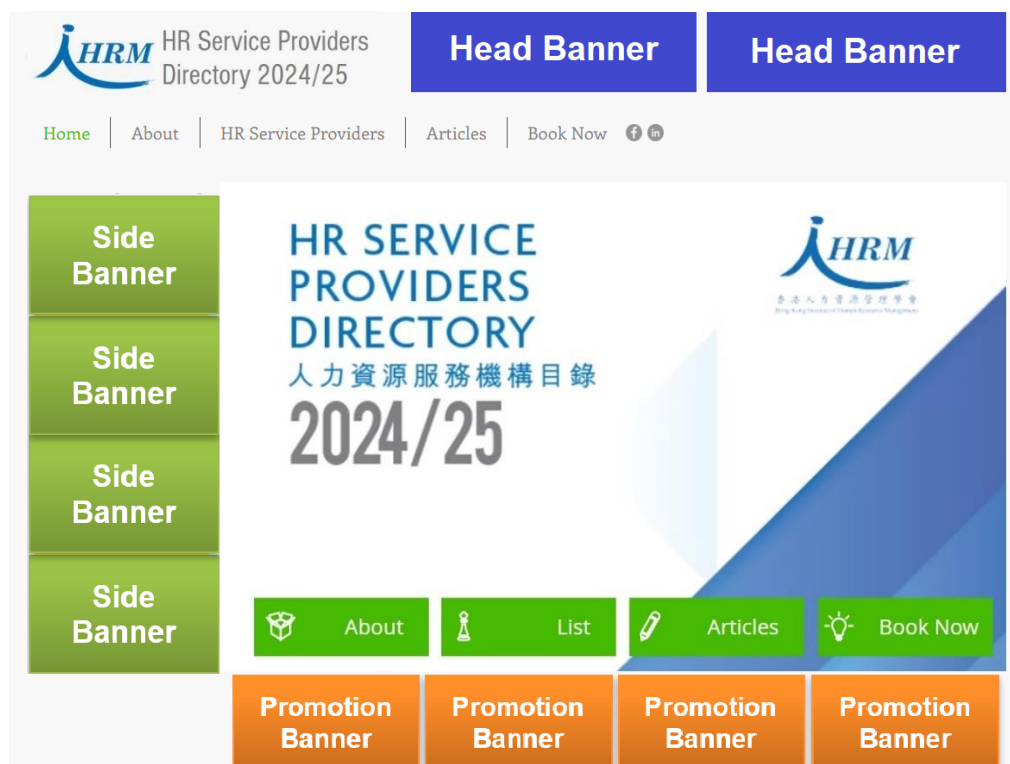
\* This offer is valid for first-time entries only.

<sup>#</sup> Reporting and design fees are not included. Content is limited to 500 words per page.

## ii) Advertising on HRSP Website

The **online banner** is now available on the [HRSP website](#), which provides a comprehensive listing of HR service providers. Book your advertising slot now to enjoy promotions for an entire year.

### Advertising Positions:



### Early-bird Booking Deadline: 17 April 2025

	Value	Welcome Offer 1st Entry*	Member (HK\$)		Non-member (HK\$)	
			Early-bird	Regular	Early-bird	Regular
<b>HRSP Head Banner (SOLD OUT)</b>	\$7,400	☐ \$3,200	☐ \$4,000	☐ \$5,300	☐ \$5,600	☐ \$7,400
<b>HRSP Side Banner</b>	\$5,900	☐ \$2,600	☐ \$3,200	☐ \$4,200	☐ \$4,500	☐ \$5,900
<b>HRSP Promotion Banner</b>	\$4,500	☐ \$1,800	☐ \$2,300	☐ \$3,200	☐ \$3,200	☐ \$4,500
<b>3 in 1 HRSP Website Package</b> - Online & Print Company Listing + - Promotion Banner + - <a href="#">1 Year Corporate Membership</a> (original: \$9,000)	\$23,300	☐ \$10,000			☐ \$12,100	☐ \$14,400

\* This offer is valid for first-time entries only.

### Banners Specifications:

	Pixel Size	File Size
HRSP Head Banner	290 x 80px	<300KB in jpeg/gif, high resolution
HRSP Side Banner	180 x 100px	<300KB in jpeg/gif, high resolution
HRSP Promotion Banner	175 x 60px	<300KB in jpeg/gif, high resolution

# TERMS AND CONDITIONS

## Booking:

1. Advertising booking is subject to the receipt of booking form via email. No verbal booking is allowed.
2. Confirmation will only be made upon receipt of full payment.
3. The HKIHRM reserves the right in adv space allocation and to decline any booking at any time.
4. The HKIHRM has absolute discretion in the admission of bookings from potential advertisers. In case of more than one advertising booking for the same special page, bookings will be accepted on a first-come, first-served basis.
5. All artworks are to be provided by the advertiser by the material deadline mentioned below. Advertisers may be asked to submit preliminary information on advertising materials (including design and hyperlink) for the HKIHRM's screening.

## Payment:

1. An invoice will be sent by the HKIHRM upon receiving the booking form.
2. Early-bird discount can only be secured with **payment ONE month within the issuance date of invoice**. Otherwise, regular rate will be charged thereafter.
3. The HKIHRM reserves the right to cancel any booking for which payment is not settled before the said payment deadline.
4. HKIHRM e-voucher cannot be used.
5. Refund will not be arranged for any cancellation of order in any circumstances.

## Supplementary Conditions:

1. The HKIHRM reserves the right to interpret, alter and amend any of these Conditions and to issue Supplementary Conditions and House Rules at any time they consider necessary without further notice.
2. All interpretations of these Conditions and any Supplementary Conditions by the HKIHRM shall be final.

## Personal Data Collection Statement

1. Clients' personal data is collected and kept for processing the HR Service Providers (HRSP) Directory 2024/25 Advertising booking purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.
2. The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g. special offers and discounts) for HKIHRM events, activities, training programmes, awards, survey and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box. ☐

☐ I have read, understood, and agreed to all the details of the above declaration.

Signature	:	<input type="text"/>	Date	:	<input type="text"/>
Name	:	<input type="text"/>	Title	:	<input type="text"/>
Company	:	<input type="text"/>			

Company Stamp :

## Directory Specifications:

1. Cover paper: 210 gsm art board with one side lamination
2. Content pages: 128 gsm matt art paper
3. Orientation: Portrait
4. Trim size: 210 mm (W) x 280 mm (H)  
**Usable area for text: 190mm (W) x 260 mm (H)**
5. Binding: Saddle stitch

## Mechanical Requirements:

1. Display Advertisement Size  
Full Page – Trim Size: 210mm (W) x 280mm (H), **Usable area for text: 190mm (W) x 260 mm (H)**  
Half page – Trim Size: 210mm (W) x 140 mm (H), **Usable area for text: 190mm (W) x 120 mm (H)**  
Format: ai and PDF file (with 3mm bleeding on each side)
2. Text  
For advertorial, the words “Sponsored Feature” will be shown on top of the page.
3. Publication Colour  
All colours should be indicated as process colour percentage (CMYK). Any other colour format will be matched to the nearest CMYK version.
4. Materials Required for Advertisement  
Acrobat PDF files
  - All fonts must be embedded into the file (100%).
  - All images must have resolution of 300dpi or higher.
  - All graphics/logos should be in high resolution EPS format.
  - Crop marks must be included.  
Adobe Illustrator or InDesign files
  - Copy/text within the digital working file(s) should be converted to path/outline graphics to avoid fonts substitution problems.
  - The file of the colour fonts must be named by English letters.
  - All images/logos with resolution of 300 dpi.
  - The graphics must be in EPS/TIFF format.
  - All digital files including images and graphics must be saved in CMYK colour space. Do not use spot colour.
5. Materials Required for **Insertion**
  - Finished size: Not exceeding 210mm (W) x 280mm (H), **Usable area for text: 190mm (W) x 260 mm (H)**
  - Weight: **Not over 15g**
  - Delivery arrangements: Exact delivery date, quantity and address to be confirmed
6. Submission deadline for advertisement artwork and insertion sample:  
**30 Apr 2025**