



HONG KONG 2026

108th Lions International Convention

GROUP PROCEDURES

Tour Group Operators / Lion Group Organizers

General Information

Approved Tour Group Operators / Lion Group Organizers are responsible for distributing all Lions International materials and informing group members of International Convention procedures and deadlines. Please read all the information carefully.

- Lions International will not recognize sub-contracted agencies. All changes, additions and requests must come from the approved Tour Operator / Group Organizer.
- Approved Lions International Tour Operators / Group Organizers are required to use the International Convention Official Group Registration Website.
- Note: Failure to follow this procedure will result in name badges not being provided for the group at the International Convention.
- Lions and/or Convention Attendees are not required to use a Convention approved Tour Operator / Group Organizer and may submit individual registration and housing forms, including payment to Lions International directly.
- Groups must have 10 or more individuals to follow this process.
- A template will be provided to the Tour Operator / Group Organizers to complete.
- The completed template must have 10 names; no TBD names will be approved.
- A unique email address is required for each individual registration.
- Membership Number is required for any club delegate who will certify and vote in the election.
- Once the template is approved, the Tour Operator / Group Organizer will receive their Group Site login information.
- Name changes will be allowed on the Group Site until May 1, 2026, with no additional fees. Starting May 2, 2026, a \$50 cancellation fee will be added per change.



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- Starting on May 2, 2026, the Tour Operator / Group Organizer will only be able to view their data and not make any changes themselves.
- Convention registrants will receive an official name badge that must be worn to gain admittance to the convention exhibit hall, official events and to ride the shuttle buses.
- Tour Operators / Group Organizers will have the option to schedule a Group Pick-Up Appointment for all convention materials.
- If a Group Pick-Up Appointment is not scheduled, groups may pick up their convention name badges and materials during standard registration hours.

Convention Registration Fees and Deadlines

Once Lions International receives the Group Convention Registration Application, the instructions for the Group Registration Website will be sent out to the group contact. For Tour Groups/Agencies, an additional signed authorization of approval from local Lion Leadership will be required before access to the Registration Website will be provided.

Registration Fees	Adult	Omega Leos (18-30 years)	Alpha Leo/Child (17 and under)
Early: (Before March 1, 2026)	US \$190.00	US \$100.00	US \$20.00
Regular: (March 2, 2026 - June 30, 2026)	US \$265.00	US \$100.00	US \$20.00
Late: (July 1, 2026 – Onsite)	US \$340.00	US \$100.00	US \$20.00

Registration Cancellation Deadline

All approved cancellations will be assessed a US\$50 processing fee for each registration canceled and a US\$15 processing fee for each hotel canceled regardless of cancellation date as stated in Board Policy. Any refunds will be made to the Tour Group Operator / Group Organizer, to be distributed to the individual Lion.



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Cancellation requests submitted before May 1, 2026 for registration, convention event tickets and hotel reservations will be refunded, EXCEPT for the processing fees listed above. The processing fees will be automatically withheld from each approved refund request. NO EXCEPTIONS WILL BE MADE. **Cancellation requests submitted on May 1, 2026 or later will forfeit all refunds.**

Optional Ticketed Events (Convention)

Ticket purchase is required to attend and subject to availability.

Event	Date and Time	Fees
Melvin Jones Fellowship Luncheon <i>(Business attire)</i>	Sunday, July 5, 2026 12:30 - 14:30	US \$95.00
PIP/PID/DG/PDG Banquet <i>(Black Tie attire)</i>	Monday, July 6, 2026 20:00 - 22:00	US \$150.00



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Lions International Group Housing

- All Convention hotels are available on a first-come, first-served basis.
- **Lions International reserves the right to limit the number of rooms assigned to a group based on prior performance / hotel room pick up.**
- Cancellation of hotel rooms after payment has been provided will be subject to the cancellation processing fee of US\$25 per hotel reservation.
- All Hotel Reservations must be made through the International Convention Official Group Registration Website.
- At least one paid Adult Convention Registration is required to reserve a hotel room.
- A 2-night minimum stay is required for each hotel reservation.
- Room types are not guaranteed and are subject to the hotel's availability.
- A deposit equal to **one night stay at a selected hotel** is required to reserve a hotel room. Each deposit will be credited to the guest's hotel bill, at time of check-out.
- **"No Shows"** will result in the loss of the hotel deposit and room.
- Late arrivals and/or early departures are subject to the hotel's availability and must be communicated with the hotel directly. Fees may be applied and be billed by the hotel.
- Room rates are non-commissionable.
- Each group and/or individual is responsible for payment of their room, including tax and incidental charges.
- Lions International must be notified in writing to Logistics@lionsclubs.org prior to any independent site inspections.

Hotel Reservation Name and Date Changes

- All name and date changes must be made through the **International Convention Official Group Registration Website** until **May 25, 2026**.
- Date changes after **May 25, 2026** must be made directly with the hotel and are subject to the hotel's availability.



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- After **May 25, 2026**, reductions in the number of hotel rooms or dates may incur a penalty from the hotel.

Group Housing Attrition Clause

In an effort to discourage large room block releases, the following performance clause will be enforced:

- **Beginning Friday, February 27, 2026** – All hotel rooms that are released will have a \$25.00 cancellation fee per room.
- **After Friday, May 1, 2026** – All hotel deposits are non-refundable after this date.

Deadlines

Friday, February 27, 2026: Last day to provide names on reserved rooms. Any unassigned hotel rooms in delegation hotels become available to other Lions unless guaranteed with a deposit.

Saturday, May 2, 2026: Hotel deposits are non-refundable for any hotel rooms released after this date.

Payment Method

Payments must be made in US dollar using US currency via:

- Credit card (Visa, MasterCard or Discover)
- Checks or money orders drawn on US banks (**US \$25.00** fee will be charged for all checks returned to Lions International).
- Wire transfer (include extra **US \$25.00** processing fee)

Payment via Balance Due: This is an option for any group paying by **check or wire transfer**. An Invoice will be emailed after the registration and housing has been completed through the **International Convention Official Group Registration Website**.

The Balance Due Invoice will include a due date for payment to guarantee your registration rate. **Please note:** Until payment is received, the Group Registrations and housing requirements are NOT confirmed, and your group members will not receive a name badge at the Convention.



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Hotel Bill

- Convention attendees are responsible for payment of their room, tax, and incidental charges, less the room deposit.
- If the group organizer is to pay the hotel expenses for the delegation, this must be arranged directly with the hotel, at least four (4) weeks prior to arrival date. A credit application may be required.
- Group must settle the bill and all outstanding charges before the group checks out. Abuse of hotel policies will result in a group not being approved for future conventions.

Function Space

If your group would like to reserve event space during the convention, please complete the function space application found on the Delegations Events page of the Convention website.

Lions International will do its best to accommodate your event request - please note that requests for the convention center and/or headquarters hotel will be reviewed in February 2026, following the placement of all international officer events.

Any costs incurred for catering, AV equipment, technical labor, material handling, special décor, etc. are the sole responsibility of the group.

Lions International will issue a written confirmation that will include the venue's contact information so you can work directly with them to finalize your arrangements. Contact Logistics@lionsclubs.org regarding any questions about function space.

Questions

Email: registration@lionsclubs.org

Phone: (630) 468-6914