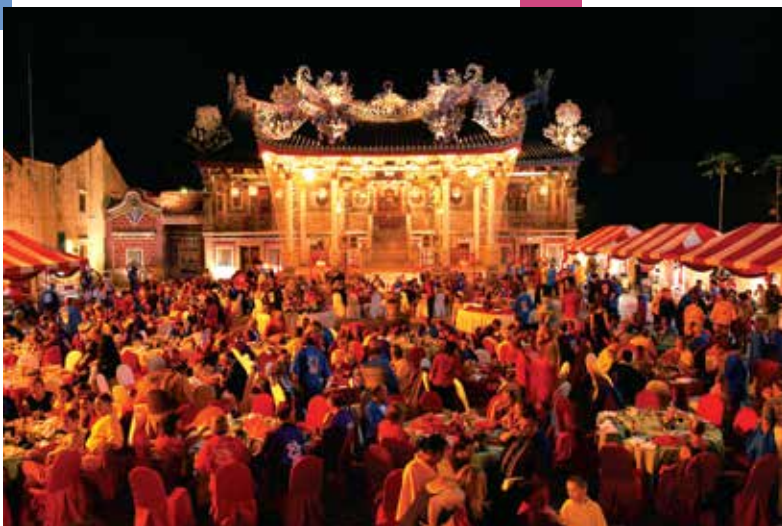


INTERNATIONAL CORPORATE MEETINGS AND INCENTIVE GROUPS SUPPORT & ASSISTANCE



INTERNATIONAL CORPORATE MEETINGS AND INCENTIVE GROUPS SUPPORT & ASSISTANCE

Malaysia Convention and Exhibition Bureau (MyCEB) provides a range of support services to assist organisers plan their international corporate meetings and incentive programmes in Malaysia. The following is an outline of services provided by the Event Support Unit. The level of services is determined by the assessment of applications and availability. Charges may apply to specific items. A minimum of 30 days notice prior to the date of the arrival of the group is required to ensure your application is given full consideration. MyCEB reserves the right to decline support for late applications.

- Provision of ideas for corporate meetings and incentive programmes and touring
- Advice on product and service selection
- Advice and assistance on how to appoint Destination Management Companies
- Assistance with Government liaison and contacts
- Supply of relevant promotional materials for distribution to the corporate meetings and incentive participants ¹
- Freight and forwarding for promotional materials ²
- Use of MyCEB's logo in the organiser's promotional/printed materials ³
- Images and editorials ³

For corporate meetings and incentive groups with more than 100 international participants, the following options are available:

- Complimentary cultural show for gala night
- Complimentary pocket show activities at social evenings/dinner functions
- Traditional welcome

Note:

- ¹ Subject to stock availability. Charges may apply for selected items.
- ² Delivery charges to identified destinations (domestic) will be borne by MyCEB for selected corporate meetings and incentive groups with at least 1,000 delegates.
- ³ Conditions apply.

For corporate meetings and incentive groups with more than 500 participants:

The following assistance is subject to early application of at least 45 days prior to group arrival and also subject to the approval of the relevant government authorities:

- Police outriders to escort designated coaches to important social events ³
- Assistance for arrangements for Airport Hospitality Desk ³
- Assistance with customs clearance ³

For corporate meetings and incentive groups with more than 1,000 participants:

- Event subsidy of up to RM30 per international participant

For further information, please contact:

Event Support Unit
Malaysia Convention & Exhibition Bureau (MyCEB)
Suite 22.3, Level 22, Menara IMC
No. 8 Jalan Sultan Ismail
50250 Kuala Lumpur, Malaysia

Tel: +603 2034 2090 **Fax:** +603 2034 2091

Email: eventsupport@myceb.com.my

Web: www.myceb.com.my

REQUEST FOR SUPPORT (INTERNATIONAL CORPORATE MEETINGS AND INCENTIVE GROUPS)



This request for support applies to corporate meetings and incentive groups only. Incentive groups are defined by SITE (Society of Incentive Travel Executives) as a global management tool that uses an exceptional travel experience to motivate and/or recognise participants for increased levels of performance in support of organisational goals.

For consideration of support towards your corporate meetings and incentive programme, please complete the following details of your group and company. Terms and conditions apply.

GROUP DETAILS

Group Name:		
Date of Event (DD/MM/YYYY to DD/MM/YYYY):		
Event Venue:		
Name of Company:		
Company License or Business Registration Number:		
Address:		
State/Province:		
Country:	Postcode/Zipcode:	
Telephone:	Fax:	
Website:		
Full Name (salutation, first name, surname):		
Designation:		
Telephone:	Fax:	Mobile:
Email:		
Group Type:		
<input type="checkbox"/> Automotive	<input type="checkbox"/> Insurance	
<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Medical/Pharmaceutical	
<input type="checkbox"/> Direct Selling	<input type="checkbox"/> Technology	
<input type="checkbox"/> Electronics		
<input type="checkbox"/> Others (Please specify):		
Is this a company sponsored programme? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of Participants:		
Name of Hotel:		
Total Room Nights:		
Budget per Participant:		
Amount:	Currency:	
Programme Duration: days		
Programme Outline (briefly outline your confirmed or proposed programme including arrival and departure details):		
Day	Programme	Destination
Note: Alternatively, you may enclose a copy of your confirmed or proposed programme/itinerary including arrival and departure details.		
Is the programme confirmed for Malaysia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, who are the competitors?		
City:		
Country:		
When will the destination decision be made?		
Are you using a ground operator/Destination Management Company (DMC) in Malaysia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide the following details:		
Company:		
Full Name (salutation, first name, surname):		
Designation:		
Telephone:	Fax:	Mobile:
Email:		

REQUEST FOR SUPPORT
(INTERNATIONAL CORPORATE MEETINGS AND INCENTIVE GROUPS)

Event History (past and planned):			
Date/Year	Destination	No. of Delegates	Primary Hotel(s)/Venue

Please outline the support requested with a budget proposal. Alternatively you may enclose an attachment.

APPLICANT DETAILS

Company :		
Company License or Business Registration Number:		
Address:		
State/Province:		
Country:	Postcode/Zipcode:	
Company Telephone:	Company Fax:	Company Website:
Company Type:		
<input type="checkbox"/> Corporation	<input type="checkbox"/> Travel Agency	<input type="checkbox"/> Destination Management Company (DMC)
<input type="checkbox"/> Incentive House	<input type="checkbox"/> Travel Management/Fulfillment Company	
<input type="checkbox"/> Others (Please specify):		
CONTACT PERSON		
Full Name (salutation, first name, surname):		
Designation:		
Telephone:	Fax:	Mobile:
Email:		

Conditions of Application:

- Minimum 100 international delegates with two nights stay at a hotel in Malaysia.
- Minimum 200 room nights.
- Groups must be for corporate meetings and incentive as defined by SITE.
- Provision of support is subject to the completion and submission of this application form with supporting documents to MyCEB at least **30 days** prior to the group arrival date.
- Where possible, successful applicants will provide MyCEB access to photographic and video imagery of the event for promotional purposes.
- Successful applicants will agree to allow MyCEB to conduct surveys with organisers and participants in a manner agreeable by both parties.
- Information provided in this application will be handled in strict confidence and used for statistical purposes only, unless authorised by applicant.

Date of Application (DD/MM/YYYY):
SIGNATURE :

NAME:

COMPANY STAMP:

Please return completed form to:

Event Support Unit
Malaysia Convention & Exhibition Bureau (MyCEB)
Suite 22.3, Level 22, Menara IMC
No. 8 Jalan Sultan Ismail
50250 Kuala Lumpur, Malaysia

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