



MICE Contract Hong Kong – Southeast Asia Registration Form

Please complete and return **on or before 31 Dec 2012 (Monday)**

*Invitations are open only to HKTb registered Tourism Services Providers –
Hotels/ Tour Operators/ Travel Agents/ Attractions/ Cruise/ Airlines/ Convention Venues/
Conference, Event & Exhibition Organisers/ Services Providers*

To : Evelyn Lour, MEHK Tel: 2807 6171 Fax: 2807 6589 Email: evelyn.lour@hktb.com

From :	Title :
<hr/>	
Name of company :	<hr/>
Address :	<hr/>
Tel :	Email :
<hr/>	<hr/>
Website :	<hr/>
Signature :	Date :
<hr/>	<hr/>

A) REGISTRATION

We would like to register the following participant(s) to the Business Session on 31 Jan 2013 (Thursday):

Participation fee for each company	1st participant at HK\$1,800; 2nd participant at HK\$1,300 (max. 2 delegates per company). Each participating company is entitled to one set of pre-scheduled appointments. Please send the cheque to HKTb on or before 31 Dec 2012 (Monday) .	
Participant(s) Details		
	First Participant	Second Participant (if applicable)
Name in English	<hr/>	<hr/>
Title in English	<hr/>	<hr/>
Direct Tel No.	<hr/>	<hr/>
Direct Fax No.	<hr/>	<hr/>
Email	<hr/>	<hr/>
Company Profile :	Please submit your company profile in English (100 – 150 words) in word document format via email to evelyn.lour@hktb.com on or before 31 Dec 2012 (Monday)	

I hereby enclose payment of HK\$ _____ Bank: _____

Cheque no. : _____ made payable to “Hong Kong Tourism Board”.

☐ Please tick the box if an official receipt is required.

Notes :

- The event is limited to a maximum of 65 companies. Registration is assessed and confirmed upon the following selection criteria:
 - Relevance to MICE business in Hong Kong
 - Availability to be accommodate for incentive/corporate groups
- Confirmation of participation will only be given upon receipt of full payment (with a copy of this registration form). Please send the crossed cheque to Winnie Cheng, Hong Kong Tourism Board, 10/F, Citicorp Centre, 18 Whitfield Road, North Point, HK.
- No separate invoice will be issued for participation fee.
- All payment is NON REFUNDABLE and NON TRANSFERABLE to other HKTb's functions.
- Once enrollment is confirmed, no cancellation will be accepted and participation fee will be forfeited.



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B) HOSTING (FOR HOTEL ONLY)

We are interested in hosting the following:

I) ☐ Hotel Accommodation

Country	Check-in date	Check-out date	No of nights	No of rooms	Please tick your interested market
Indonesia	28-Jan-13	1-Feb-13	4	12	
Singapore	29-Jan-13	1-Feb-13	3	13	
Thailand	29-Jan-13	1-Feb-13	3	12	
Malaysia	29-Jan-13	1-Feb-13	3	12	
Philippines	29-Jan-13	1-Feb-13	3	12	

☐ _____ single rooms with / without daily breakfast on complimentary basis.

☐ _____ single rooms with / without daily breakfast at special rate HKD _____ per room per night.

II) ☐ Meeting Venue for Business Session, 31 Jan 2013 (Thursday), 0900 - 1700 hrs

Requirements:

- a) 50 meeting tables with two chairs on each side inclusive of number stand, meeting amenities and bottled water
- b) Two coffee breaks with refreshment
- c) Free supply of tea and coffee throughout the day
- d) International Buffet lunch for 150 - 170 overseas & HK participants
- e) Provision of LCD Screen, projector and microphone on complimentary basis

We shall offer the followings (Please specify):

Remarks:

- Confirmation of product support is subject to the final discretion of the HKTb
- Selection criteria will be based on relevance to MICE, capacity to accommodate incentive/corporate groups, location, market preference, logistic consideration and so on.
- The HKTb will contact trade partners who express interest for further details.