

Guidelines for Sponsorship of Organizations Conducting International Meetings/Conferences, Exhibitions, and Incentive Travel – Taipei City Dept. of Information and Tourism

2014/8/25

1/ In an effort to promote international meetings/conferences, exhibitions, and incentive travel (hereinafter abbreviated as MICE) in Taipei (hereinafter referred to as “this City”), and to stimulate the development of related industries, the Taipei City Dept. of Information and Tourism (DOIT) has formulated guidelines for a special sponsorship program.

2/ These guidelines are applicable for all levels of government agencies (institutions), legal persons, and organizations staging MICE events in this City.

3/ Key terms used throughout these guidelines are defined as follows:

a/ **International Meeting/Conference:** A gathering of at least 100 individuals, from 5 or more countries and territories (including the ROC). Individuals of foreign nationality must total a minimum of 80, or constitute 40% more of the total. However, exemptions may be permitted for events that have significant impact on, or are necessary for, enhancement of this City’s image or overall economic development.

b/ **International Exhibition:** An exhibition in which at least 10 percent of direct exhibitors are from overseas, or from a minimum of six countries or territories (including the ROC), with the number of booths totalling 250 or more. However, exemptions may be permitted for events that have significant impact on, or are necessary for, enhancement of this City’s image or overall economic development.

c/ **Incentive Travel:** Incentive-travel meetings/conferences and incentive-travel tours to this City organized by foreign corporations or organizations. Included are ROC citizens, legal persons, and organizations which have invested in overseas countries/territories to establish legal persons or organizations in said locations, arranging Taipei events.

d/ **Special Cases:** The Taipei City Government (hereinafter abbreviated as TCG) may invite personnel from overseas legal entities and organizations attending large-scale competitions and events to come to this City for sightseeing tours. Applicants for city-sponsored sport-competition events are also eligible. Entities organizing major competitions for which DOIT has granted approval for staging in Taipei are also eligible.

e/ **Bidding Phase:** Encompasses activities during period of time from preparation of bid through formal submission of bid to serve as event-venue host.

f/ **Promotion Phase:** Period before the staging of an event in Taipei during which overseas professionals are attracted to register to attend, up until event opens.

g/ **Hosting Phase:** Period during which meeting/conference, exhibition, or incentive travel event is conducted.

4/ Range of Available Sponsorship:

a/ Bidding Phase:

(1)DOIT will provide administrative support, including a letter of support from the Taipei Mayor, information materials related to this City, and a survey of event venues.

(2)As part of advance preparations in bidding for hosting rights for international MICE events, the competent authorities shall be invited to Taipei for advance inspection tours. In cases where sponsoring authorities travel overseas to seek the right to conduct an international MICE event in Taipei, DOIT will provide qualified organizers with up to NT\$300,000 in support.

b/ Promotion Phase:

DOIT will provide administrative support, including a letter of support from the Taipei Mayor as well as information materials related to this City.

c/ Hosting Phase:

(1)DOIT will provide the equivalent of up to NT\$1,000,000 (New Taiwan Dollars) in support.

(2)Applicants seeking sponsorship for use of Taipei Expo Park facilities will be given priority consideration.

Related sponsorship contents and standards shall be determined separately each year by DOIT.

5/ The main organizer of an event must submit the application for sponsorship. Should there be two or more primary organizers, one must be chosen ahead of time to act as the formal applicant. The organizer is required to entrust a domestic ROC professional meeting/conference/exhibition service enterprise or travel-industry enterprise to submit the application. If an organizer is a foreign legal person or organization, a domestic meeting/conference/exhibition service enterprise or travel-industry enterprise must be entrusted to submit the application and receive any sponsorship support.

6/ The application procedure is as follows:

a/ DOIT accepts applications during two separate periods each year, subject to approval in principle. The first period is from Nov. 1 to Nov. 30 in the year prior to the proposed conducting of an event. The second period is from April 1 to April 30 in the same year. Note that these

limitations may be lifted should there be sponsorship monies still available from the same-year funding base.

b/ DOIT may grant ad hoc exemptions to the above-stipulated rules for special cases, emergency cases, and regular applications in instances where the sponsoring funding is less than NT\$100,000 and the event will have significant positive impact on the city's image and/or overall economic development.

c/ The primary organizer of an event must submit 12 copies of the application form (see Attachment 1) and relevant forms of documentation, within a submission period as stipulated in the first entry in this sub-section (application process delineated in Attachment 2). If sponsorship applications have been submitted by more than one organization for an event, detail on all funding must be supplied, including itemized support and financial sponsorship requested by each.

d/ Should an applicant's documentation be incomplete, DOIT will notify the applicant with a deadline for rectification. If this rectification deadline is not met, the application will not be considered.

e/ Upon completion of the evaluation process, DOIT will advise the applicant of its final decision in written form and publicly announce the decision.

f/ Once DOIT's dedicated program resources for this sponsorship in a single year have been dedicated, no further applications shall be considered.

7/ DOIT convenes the Taipei International MICE Marketing Consultation and Application Evaluation Committee to handle all application evaluations (in accordance with the procedures set forth in Attachment 3). The criteria followed are set forth below:

a/ Priority will be given to applicants proposing events that complement the meeting/conference and exhibition activities promoted by this City.

b/ Key event-planning elements (includes event background introduction, chronology of events staged, event detail, estimated expenditures, anticipated benefits, and other pertinent details).

8/ Under any one of the following scenarios, DOIT will revoke sponsorship for an organization that has successfully passed the initial evaluation process:

a/ An event application is cancelled or this City is altered as host location.

b/ An event is not completed in accordance with stipulations, or is not completed on time.

c/ The application contains false information.

If an applicant organization does not follow the submitted event plan in implementing an event, or the contrast between actual implementation and the original plan is judged excessive, and

legitimate/official justification cannot be provided, DOIT retains the right to revoke its sponsorship in whole or in part, and retains the right to demand return of any portion of assistance already allocated deemed legitimate. .

In the event of the circumstances described in section 8a or in the preceding paragraph, DOIT will refuse to accept any new application from said organization for a period of one year afterward.

9/ Applicants under section 6b are not subject to those restrictions and procedures stipulated in section 7; approval authority on said applications resides with DOIT.

10/ An applicant provided with sponsorship must submit all requisite documentation to close its case within 1 month of completion of its plans for execution. However, if the activity in question is completed on Dec. 1 or after, said documentation must be submitted by Dec. 31.

An applicant provided with financial sponsorship must, when closing its case, submit an itemized account of payments and receipts, and also provide all original documentation pertaining to the sponsorship (see Attachment 4).

11/ All sponsorship funding required in accordance with these guidelines will be distributed from a designated DOIT budget calculated and allocated for this purpose.

12/ These guidelines have been reviewed and passed by the TCG's Advisory Committee, and thereupon ratified and executed by DOIT; any amendments shall also be subject to this procedure.

International Meeting/Conference

Sponsorship Application

No.:

Year

Month

Day

Project	(Please supply relevant applicant information in blocks below)
Applicant Organization (Chinese/English)	
International Meeting/Conference Title (Chinese/English)	
Name of Affiliated International Organization (Chinese/English)	
Anticipated Bidding/Promotion/Execution Dates	From ___ Year ___ Month ___ Day to ___ Year ___ Month ___ Day, total ___ days
Anticipated Event Venue	
Estimated Number of Participants	Foreign nationals: _____ ROC nationals: _____ Percentage of foreign nationals in relation to total: _____%
Countries/Territories of Origin for Foreign-National Participants, and Total No. of Countries/Territories	
Regular Meeting	<input type="checkbox"/> Yes <input type="checkbox"/> No; conducted 1 time each ___ year(s) Conducted in rotation in 3 countries/territories or more: <input type="checkbox"/> Yes <input type="checkbox"/> No; conducted in following countries/territories in past 3 years: _____
Estimated Total Expenditures to Conduct Event	NT\$ _____ (New Taiwan Dollars)

Application for Other Subsidy Support Made	<input type="checkbox"/> Yes; name of competent authority and funding amount: _____
	<input type="checkbox"/> No
Items for Which Sponsorship (Assistance) Being Applied	<input type="checkbox"/> Checked entries on sponsorship list
	<input type="checkbox"/> Other administrative assistance : _____
<input type="checkbox"/> It is hereby agreed that all information and attachments provided as part of this application shall be factual, and that if any inaccuracies are discovered, the applicant shall rectify said inaccuracies to accord with the sponsorship guidelines.	

Applicant Organization:

Add:

Responsible Officer:

Mr. / Ms.

Contact Person:

Contact Tel:

E-Mail :



(Seal of Applicant Organization)

Notes:

- 1/ This form can be filled by computer or with block letters. Please complete 1 copy and print 11 copies, affixing the seal of the organization and responsible officer to each.
- 2/ Please attach 12 copies each of the legal person registration certificate and event prospectus (containing background information, history of past events conducted, contents of these events, cost estimates and expected benefits, etc.).
- 3/ Please bind the application documents in the following sequence: application form/sponsorship table of contents/legal person registration certificate copy/event prospectus (12 copies in total).
- 4/ Please mail to: Tourism Development Division (International Meeting/Conference Applications), Department of Information and Tourism, Taipei City Government, 4F, No. 1 City Hall Road, Xinyi District, Taipei City (11008)
- 5/ If tourism is undertaken concomitant to an international meeting/conference visit, there is no need to fill out an incentive travel application.
- 6/ Applicants for international meeting/conference "Bidding Phase" sponsorship are requested to fill out an "International Meeting/Conference Bidding Phase Application."

International Exhibition Application

No.:

Year Month Day

Item	(Please supply relevant applicant information in blocks below)
Applicant Organization (Chinese/English)	
International Meeting/Conference Title (Chinese/English)	
Name of Affiliated International Organization (Chinese/English)	
Anticipated Bidding/Promotion/Execution Dates	From ___ Year ___ Month ___ Day to ___ Year ___ Month ___ Day, total ___ days
Anticipated Event Venue	
Estimated Number of Participants	
Expected No. of Foreign Organizations/Foreign Visitors and Total No. of Booths	No. of foreign organizations: _____; percentage of total participating organizations: _____ % Foreign enterprises from ___ countries (territories); name(s) of countries (territories): _____ No. of foreign visitors: _____; percentage of total exhibitor visitors: _____ % Total no. of exhibitor booths: _____
Regular Exhibition	<input type="checkbox"/> Yes <input type="checkbox"/> No; conducted 1 time each ___ year(s)
Estimated Total Expenditures to Conduct Event	NT\$: _____ (New Taiwan Dollars)
Application for Other Subsidy Support Made	<input type="checkbox"/> Yes; name of competent authority and funding amount: <input type="checkbox"/> No
Items for Which Sponsorship (Assistance) Being Applied	<input type="checkbox"/> Checked entries on sponsorship list <input type="checkbox"/> Other administrative assistance: _____

It is hereby agreed that all information and attachments provided as part of this application shall be factual, and that if any inaccuracies are discovered, the applicant shall rectify said inaccuracies to accord with the sponsorship guidelines.

Applicant Organization:

Add:

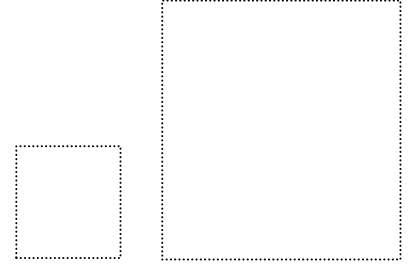
Responsible Officer:

Mr./ Ms.

Contact Person:

Contact Tel:

E-Mail:



(Seal of Applicant Organization)

Notes:

- 1/ This form can be filled by computer or with block letters. Please complete 1 copy and print 11 copies, affixing the seal of the organization and responsible officer to each.
- 2/ Please attach 12 copies each of the legal person registration certificate and event prospectus (containing background information, history of past events conducted, contents of these events, cost estimates and expected benefits, etc.).
- 3/ Please bind the application documents in the following sequence: application form/sponsorship table of contents/legal person registration certificate copy/event prospectus (12 copies in total).
- 4/ Please mail to: Tourism Development Division (International Exhibition Applications), Department of Information and Tourism, Taipei City Government, 4F, No. 1 City Hall Road, Xinyi District, Taipei City (11008)

Sponsorship Application for Incentive Travel Activities Conducted in Taipei

No.: _____ Year Month Day

Name of Incentive Travel	Chinese	
	English	
Applicant Organization (Chinese/English)		
Responsible Officer and Title		
Application Contact Person	Full Name	
	Tel	(Company) (Mobile Phone)
	Fax	
	Add	
Event Date		
Event Venue		
Event Objective		
Expected Benefits	Total No. of Foreign Nationals Participating	No. of individuals _____
	Description of Benefits	
Related Organizers (if none, do not fill in)	Guidance Organization	
	Sponsor Organization	
	Host Organization	
	Assisting Organization	

Items for Which Sponsorship (Assistance) Being Applied	<input type="checkbox"/> Checked entries on sponsorship list <input type="checkbox"/> Other administrative assistance:	
Application for Other Tourism-related Subsidy Support Made	<input type="checkbox"/> Yes	Sponsorship authority: _____ Funding amount: NT\$ _____ (New Taiwan Dollars)
	<input type="checkbox"/> No	

Incentive Travel Program (program contents, organizational method, activity schedule, estimated total expenditures required for travel event)

※If space above insufficient, use of additional A4 paper accepted

It is hereby agreed that all information and attachments provided as part of this application shall be factual, and that if any inaccuracies are discovered, the applicant shall rectify said inaccuracies to accord with the sponsorship guidelines.

Applicant Organization:

Add:

Responsible Officer:

Mr. / Ms.

Contact Person

Contact Tel:

E-Mail:

(Seal of Applicant Organization)

Notes:

- 1/ This form can be filled in by computer or with block letters. Please complete 1 copy and print 11 copies, affixing the seal of the organization and responsible officer to each.
- 2/ Please attach a copy of the enterprise or legal person registration certificate.
- 3/ Please bind the application documents in the following sequence: application form/sponsorship table of contents/legal person registration certificate copy/event prospectus (12 copies in total).
- 4/ Please mail to: Tourism Development Division (International Meeting/Conference Applications), Department of Information and Tourism, Taipei City Government, 4F, No. 1 City Hall Road, Xinyi District, Taipei City (11008)
- 5/ If tourism is being undertaken concomitant to an international meeting/conference or exhibition visit, there is no need to fill out this application.

International Meeting/Conference Bidding Phase Sponsorship

Application

No.:

Year

Month

Day

Item		(Please supply relevant applicant information in blocks below)
Sponsorship Application Profile	Applicant organization (Chinese/English)	
	Name of Affiliated International Organization (Chinese/English)	
	Bidding Dates	Western calendar ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day, total ____ days (Please fill in departure period for overseas bidding or Taiwan site-survey visit)
	Bidding Location	(Country/City)
	Estimated Total Bidding Expenditures	NT\$ _____ (New Taiwan Dollars)
	Sponsorship Amount Being Applied For	<input type="checkbox"/> Sponsorship Funding NT\$ _____ (New Taiwan Dollars) <input type="checkbox"/> Other administrative assistance: _____
	Application for Subsidy Support Made with Other Government-related Organization	<input type="checkbox"/> Yes; name of competent authority and funding amount: EX. _____ (authority), NT\$ _____ (New Taiwan Dollars) <input type="checkbox"/> No
	Staged in Taipei Data on International Meeting/Conference	Title of Meeting/Conference (Chinese/English)
Anticipated Date of Event Staged in Taipei		(At minimum, provide year to be staged)
Estimated No. of Participants in Taipei		No. of foreign participants: _____; no. of domestic participants: _____; total number: individuals _____ Foreign participants as percentage of total participants: _____%

	Names of Countries of Foreign Participants (please list in detail)	
	Periodic Meeting/Conference	<input type="checkbox"/> Yes; Conducted ____ time each ____ year(s). <input type="checkbox"/> No. Conducted in rotation in 3 countries/territories or more: <input type="checkbox"/> Yes; Conducted in following countries/territories in past 3 years: <input type="checkbox"/> No.
<input type="checkbox"/> It is hereby agreed that all information and attachments provided as part of this application shall be factual, and that if any inaccuracies are discovered, the applicant shall rectify said inaccuracies to accord with the sponsorship guidelines.		

Applicant Organization:

Add:

Responsible Officer:

Mr./ Ms.

Contact Person:

Contact Tel:

E-Mail:

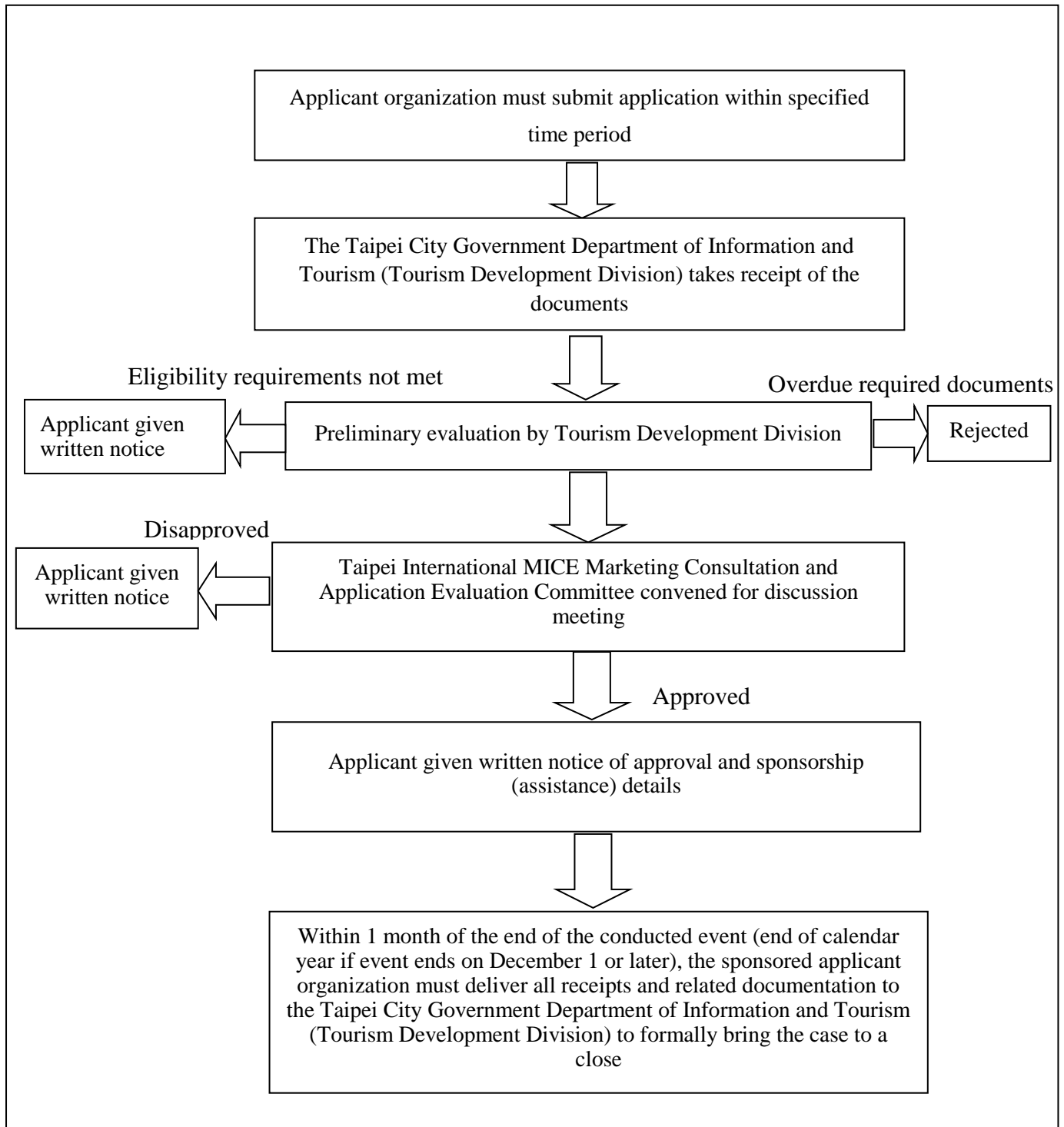


(Seal of Applicant Organization)

Notes:

- 1/ This form can be filled in by computer or with block letters. Please complete 1 copy and print 11 copies, affixing the seal of the organization and responsible officer to each.
- 2/ Please attach 12 copies each of the legal person registration certificate and event prospectus (containing background information, history of past events conducted, contents of these events, cost estimates and expected benefits, etc.).
- 3/ Please bind the application documents in the following sequence: application form/sponsorship table of contents/legal person registration certificate copy/event prospectus (12 copies in total).
- 4/ Please mail to: Tourism Development Division (International Meeting/Conference Applications), Department of Information and Tourism, Taipei City Government, 4F, No. 1 City Hall Road, Xinyi District, Taipei City (11008)
- 5/ Upon completion of the Bidding Phase, documented proof of right to serve as host must be submitted; please refer to Attachment 3 for explanation of relevant provisions regarding procedures for closing of case and post-closing fund allocation.

International MICE Sponsorship Guidelines Flow Chart



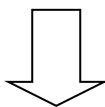
Taipei City Government

International MICE Marketing Consultation and Application

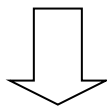
Evaluation Committee

Operational Flow Chart

After preliminary evaluation by the Tourism Development Division of the Taipei City Government Department of Information and Tourism, the application is submitted to the convener of the Taipei City Government International MICE Marketing Consultation and Application Evaluation Committee, who shall convene the committee to conduct a formal review.



The Taipei City Government International MICE Marketing Consultation and Application Evaluation Committee meets to conduct the formal review



The Tourism Development Division of the Taipei City Government Department of Information and Tourism follows up on the conclusions of the meeting; after official signing of approval by the Director, the applicant receives formal notification, and follow-up matters are handled in accordance with the sponsorship guidelines

To formally close a case, an applicant organization must submit the following documentation:

1/ A results report on the event, which shall include a basic information table on the event, a detailed agenda or schedule, list of key participating individuals, event contents overview, event-related news reports or press releases, photographs, etc., and list of sponsorship-application funded items, along with a list of payments made over the full project.

2/ List of participants (must include detailed register of names, countries/territories of origin, identification particulars for participants or dependents); as well, the statement “The attached information is hereby declared to be true and complete” must be appended at the bottom of the list, along with the organization’s seal (seal must be consistent with original sponsorship application form).

3/ Recipients of sponsorship for an international meeting/conference must also attach a completed ICCA Report on Association Event questionnaire; please use English to fill out the form (the original organization that filed the international meeting/conference application must fill out the questionnaire; the file is available in digital version from DOIT).

4/ In addition, for the Bidding Phase, the sponsored applicant organization must submit the following documentation to close the file:

- a/ Activity outcome report (including a basic information table on the activity, detailed agenda or schedule, list of key participating individuals, activity contents overview, activity-related news reports or press releases, photographs, etc., and explanation of expected benefits).
 - b/ Official documentation confirming qualification to serve as host must be attached (a simple Chinese translation must be provided for foreign documentation), along with e-tickets, ticket stubs, or proof of airplane ticket payment (choose one) for personnel sent abroad (or personnel sent to Taiwan), and original documents for related preparatory expenditures, along with a list of payments made over the full project. All documents must be certified, with the organization's seal affixed.
 - c/ If documentation certifying qualification as host for an event cannot be obtained by December 15 of the same year as a sponsorship application, and the application case is closed, please re-apply during the next official period for acceptance of applications.
- 5/ The information provided in a case-closing report, along with all related attachments, must be factual. Inaccuracies violate Section 214 of the Penal Code, causing public servants to make false statements. In such instances, DOIT will take all appropriate and necessary action regarding the application file.
- 6/ Since November 1, 2013, applicants receiving sponsorship expenditure funding, when submitting a case-closing report, are obliged to provide original sponsorship documents (see Note).

Note: Handled in accordance with the provisions of Section 5 of the “Articles for Attention Regarding Budget Implementation Involving Sponsorship (Subsidy) Assistance of Civil-Sector Groups and Individuals by Taipei City Government Units.”

REPORT ON ASSOCIATION EVENT

EVENT NO. & TITLE:

Country :	No. of delegates :
City :	No. of accompa-nying persons :
Year :	Total attendance :
Dates :	No. hotel rooms :
Registration fee : from:	Currency :

Exhibition as part of the event

Commercial exh.: No / Yes No. exhibitors: Surface: m2 (net, excluding aisles)
 Poster exhibition: No / Yes Posters/day:

Official suppliers (Which suppliers will be / have been appointed)

Congress premises	: Not used / Not yet appointed / Yes	If yes, give name :
Professional con-gress organizer	: Not used / Not yet appointed / Yes	If yes, give name :
Exhibition mana-gement company	: Not used / Not yet appointed / Yes	If yes, give name :
Airline	: Not used / Not yet appointed / Yes	If yes, give name :
Travel agent	: Not used / Not yet appointed / Yes	If yes, give name :
Headquarters hotel	: Not used / Not yet appointed / Yes	If yes, give name :

Congress secretariat/ Organizing committee

Name :

Address :

City :

Country :

Phone :

Fax:

E-mail :

Home Page:

Contact :

person

Position :

Meetings must rotate on a regular basis, attract a minimum of 50 participants and rotate between at least 3 countries.

You need to supply us with at least: 1) the complete title of the event, 2) the corresponding website address, 3) proof of the meeting's rotation (year and location of previous/future editions), 4) indication of attendance figures of 'your' meeting.

If the input does not meet these criteria we cannot guarantee inclusion in the database.

GENERAL INFORMATION ON THE MEETING

Event Title: _____

Historical overview: (please give complete history)

No. in series	Year	Start date	End date	City	Country	Attendance
---------------	------	------------	----------	------	---------	------------

International organisation

Name :

Address :

City :

Country :

Phone :

Fax :

E-mail :

Home page :

Contact person:

Position :

Appointed until : (month/year)

General series information

Frequency :

Duration : days

Minimum number of parallel / break-out rooms needed :

Preferred type of venue : Conf. centre with in-house hotel facilities/
conf. centre / hotel / university / other

Usual exhibition : Yes/No

Average no. of exhibitors :

Average surface of exhibition :

Official languages :

Favoured meeting : month(s)

Activity area :

Seating capacity break-out rooms : from to persons

Field(s) of interest :

Open destination

First year without destination :

Preferred countries / regions :

Invitations to be sent in before : (month/year)

Decision made in : (month/year)

Decision made by :

企業/組織活動回報填寫表

會議名稱及屆數：

(以下大項請填寫此次會議舉辦情形)

國家	:		出席會員人數	:	
城市	:		隨行人員人數 (如眷屬)	:	
舉辦年	:		總會議出席人數	:	
舉辦日期	:		使用房間數	:	
註冊費	從:	到:	貨幣別	:	

展覽 (請填寫會議是否有附帶展覽)

商業展覽: 沒有 / 有 參展家數: 使用面積: 冊 (不包含通道/走道)

海報展覽: 沒有/有 刊登海報數量/天數:

大會指定廠商 (請填寫是否有指定合作的相關會展周邊廠商)

大會場地	:	不指定 / 還沒指定 / 指定	如有指定請填寫名稱:
專業會議顧問公司	:	不指定 / 還沒指定 / 指定	如有指定請填寫名稱:
專業展覽管理公司	:	不指定 / 還沒指定 / 指定	如有指定請填寫名稱:
航空公司	:	不指定 / 還沒指定 / 指定	如有指定請填寫名稱:
旅行社	:	不指定 / 還沒指定 / 指定	如有指定請填寫名稱:
旅館	:	不指定 / 還沒指定 / 指定	如有指定請填寫名稱:

主辦單位/大會秘書處 (請填寫主辦單位詳細資料)

名稱 :

地址 :

城市 :

國家 :

電話 :

e-mail :

聯絡人 :

職位 :

傳真:

網址:

ICCA 對於國際會議之定義：會議人數須大於 50 人且必須至少在 3 個國家中輪流舉辦。
本份問卷至少應提供：1) 會議完整名稱，2) 相關網站連結，3) 舉辦紀錄(請提供過去舉辦資料及未來預計會舉辦之日期地點，以證明有在 3 個國家中舉辦)，4) 出席人數

會議基本資料

會議名稱： _____

歷史紀錄： (請提供完整之相關歷史資料)

屆數	舉辦年份	開始日期	結束日期	城市	國家	出席人數
----	------	------	------	----	----	------

所屬國際組織 (請填寫是否有相關之國際組織資料)

名稱 : _____

地址 : _____

城市 : _____

國家 : _____

電話 : _____

傳真 : _____

E-mail : _____

網址 : _____

聯絡人 : _____

職位 : _____

任期 : _____ (月/年)

此份為填寫參考對照用
請勿填寫此份

會議輪流舉辦資訊 (請填寫會議舉辦時的一般概況)

頻率(多久舉辦一次?) : _____ 年	偏好舉辦月份 : _____
天數(一般舉辦多久?) : _____ 天	活動區域(指洲名 例如歐洲、亞洲) : _____
最少需要的會議室間數 : _____	有座位會議室可 容納人數的多寡 : 最少 _____ 最多 _____ 人
偏好的會議場地類型 : 專業會展場地/一般會展場地/旅館/學校/其他	相關產業領域 : _____
展覽(是否順便舉辦展覽) : 是/否	
平均參展者的家數 : _____	
平均展覽使用面積 : _____	
會議官方語言 : _____	

未來舉辦之目的地/目標 (請填寫您的組織未來是否會再舉辦會議及相關籌備進度)

(第一次舉辦會議是什麼時候) : _____ 通常何時需寄出
會議邀請函 : _____ (月/年)

偏好之國家或地區 : _____ 決定的日期 : _____ (月/年)

決定者 : _____