

INTERNATIONAL CORPORATE MEETINGS AND INCENTIVE GROUPS SUPPORT & ASSISTANCE

国际企业会议和奖励旅游团体支持与协助



INTERNATIONAL CORPORATE MEETINGS AND INCENTIVE GROUPS SUPPORT & ASSISTANCE

Malaysia Convention & 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 service is determined by the assessment of application 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 any late application.

马来西亚会展局为组织者策划在马来西亚进行的国际企业会议与奖励活动提供一系列支持。以下是由活动支持部门提供的服务。服务内容由申请信息和可行性来评估决定。特别项目可能会收取一定费用。请至少在抵达马来西亚前30天提交申请，以确保您的申请得到充分的评估。马来西亚会展局保留拒绝不符合时间规定申请的权利。

- Provision of ideas for corporate meetings and incentive programmes and touring
为企业会奖活动和旅游提供创意
- Advice on product and service selection
为产品和服务的选择提供建议
- Advice and assistance on how to appoint Destination Management Companies
为如何安排地接社提供建议和协助
- Assistance with Government liaison and contacts
政府联络支持
- Supply of relevant promotional materials for distribution to the corporate meetings and incentive participants ¹
提供相关推广材料，用于分发给企业会议和奖励旅游参与者
- Freight and forwarding for promotional materials ²
运输和转发宣传推广材料
- Use of MyCEB's logo in the organiser's promotional/ printed materials ³
授权组织者的在宣传和印刷材料时使用马来西亚会展局 Logo
- Images and editorials ³
图片和编辑

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

100 人以上的国际会议及奖励团体可选服务

- Complimentary cultural show for gala night
欢迎晚宴上免费的文化表演
- Complimentary pocket show activities at social evenings/ dinner functions
社交晚宴期间或晚餐场地上的免费特色活动体验
- Traditional welcome
传统欢迎仪式

Note:

- 1 Subject to stock availability. Charges may apply for selected items. 具体物料支持根据实际库存情况而定。您选择的部分服务可能会收取一定费用。
- 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. 马来西亚会展局会承担所选定的 1000 人以上的会奖团队的指定目的地运费。
- 3 Conditions apply. 须符合条款。

For further information, please contact:
更多信息，请联系

Corporate & Incentive Unit
Malaysia Convention & Exhibition Bureau (MyCEB)
Level 20, Menara 2, Menara Kembar Bank Rakyat,
No. 33, Jalan Rakyat, 50470 Kuala Lumpur, Malaysia

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Email: mycebc@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. 该申请只适用于企业会议与奖励旅游。奖励旅游即奖励旅游高级经理人协会 (SITE) 所定义的一种全球化的管理工具, 目的在于协助企业达到特定目标, 并对于达到该目标的参与人员给予特别旅游奖励。 For consideration of support towards your corporate meetings and incentive programme, please complete the following details. Terms and conditions apply. 请填写相关详细信息, 为企业会议与奖励团队申请支持。使用条款及条件。

GROUP DETAILS

Group Name (企业团队名称):		
Date of Event (DD/MM/YYYY to DD/MM/YYYY) 活动日期 (日/月/年至日/月/年):		
Event Venue (企业活动地点):		
Name of Company (企业公司名称):		
Company License or Business Registration Number (公司营业执照注册号):		
Address (地址):		
State/Province (省份):		
Country (国家):	Postcode/Zipcode: (邮编):	
Telephone (电话):	Fax (传真):	
Website (网址):		
Full Name (salutation, first name, surname) 全名 (称呼, 名, 姓):		
Designation (职位):		
Telephone (固定电话):	Fax (传真):	Mobile (手机):
Email (邮箱):		
Group Type (团队类型):		
<input type="checkbox"/> Automotive 汽车业	<input type="checkbox"/> Insurance 保险业	
<input type="checkbox"/> Banking and Finance 银行及金融业	<input type="checkbox"/> Medical/Pharmaceutical 医疗/制药业	
<input type="checkbox"/> Direct Selling 直销	<input type="checkbox"/> Technology 科技	
<input type="checkbox"/> Electronics 电子工业		
<input type="checkbox"/> Others (Please specify) 其他 (请注明):		
Is this a company sponsored programme (是否为公司全额赞助项目)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of Participants (参加人数):		
Name of Hotel (入住酒店名称):		
Total Room Nights (总夜间数):	Budget per Participant (人均预算):	
Amount (总金额):	Currency (货币):	
Programme Duration (活动时长):	days (天数):	
Programme Outline (briefly outline your confirmed or proposed programme including arrival and departure details) (简要介绍你已确认的/计划中的行程):		
Day (日期)	Programme (项目)	Destination (目的地)
Note: Alternatively, you may enclose a copy of your confirmed or proposed programme/itinerary including arrival and departure details. 注: 或者, 你也可以附上你已确认或计划中的行程 (包括抵达时间和离开时间)		
Is the programme confirmed for Malaysia (该团队是否已确定去马来西亚)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, who are the competitors (如果不是, 还有哪些备选)?		
City (城市):		
Country (国家):		
When will the destination decision be made (何时能确定下来)?		
Are you using a ground operator/Destination Management Company (DMC) in Malaysia (是否使用地接社)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide the following details (如果是, 请提供以下信息):		
Company (地接社名称):		
Full Name (salutation, first name, surname) 联系人全名 (称呼, 名, 姓):		
Designation (职位):		
Telephone (固定电话):	Fax (传真):	Mobile (手机):
Email (邮箱):		



REQUEST FOR SUPPORT (INTERNATIONAL CORPORATE MEETINGS AND INCENTIVE GROUPS)

Event History (past and planned) (该企业客户过去曾组织的活动):			
Date/Year 年份	Destination 目的地	No. of Delegates 人数	Primary Hotel(s)/ Venue 主要的酒店/会场
Please outline the support requested with a budget proposal. Alternatively you may enclose an attachment. 请简要描述所需支持(含预算)或附上附件。			

APPLICANT DETAILS (申请者信息)

Company (公司名称):		
Company License or Business Registration Number (公司营业执照注册号):		
Address (地址):		
State/Province (省份):		
Country (国家):	Postcode/Zipcode (邮编):	
Company Telephone (公司电话):	Company Fax (公司传真):	Company Website (公司网址):
Company Type (公司类型):		
<input type="checkbox"/> Corporation 企业	<input type="checkbox"/> Travel Management/Fulfillment Company 差旅管理/执行公司	<input type="checkbox"/> Destination Management Company (DMC) 地接社
<input type="checkbox"/> Incentive House 奖励机构	<input type="checkbox"/> Others (Please specify) 其他(请注明):	
<input type="checkbox"/> Travel Agency 旅行社		
CONTACT PERSON (联系人信息)		
Full Name (salutation, first name, surname) 全名(称呼, 名, 姓):		
Designation (职位):		
Telephone (固定电话):	Fax (传真):	Mobile (手机):
Email (邮箱):		

Conditions of Application: (申请条件)

- Minimum 100 international delegates with minimum two nights stay at a hotel in Malaysia. (至少100人在马来西亚酒店住2晚以上)
- Minimum 200 room nights. (至少200个夜间数)
- Groups must be for corporate meetings and incentive as defined by SITE. (团队必须是SITE定义下的企业会议和奖励旅游)
- 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. (请至少在出发时间前30天提交申请表及相关证明文件至马来西亚会展局)
- Where possible, successful applicants will provide MyCEB access to photographic and video imagery of the event for promotional purposes. (如果可能, 申请成功者需为马来西亚会展局提供活动摄影和视频影像, 以供宣传。)
- Successful applicants will agree to allow MyCEB to conduct surveys with organisers and participants in a manner agreeable by both parties. (申请成功者需同意马来西亚会展局以双方都接受的形式, 对组织者和参与者进行调查反馈。)
- Information provided in this application will be handled in strict confidence and used for statistical purposes only, unless authorised by applicant. (申请表中的信息将进行严格保密, 并只用于数据统计。未经申请人许可, 将不会用于其他目的。)
- I/We hereby confirm that I/We shall give the consent to Malaysia Convention & Exhibition Bureau (MyCEB) to use our personal data for the purpose of subvention and any related purpose subject to the terms and conditions and in the manner set under the Personal Data Protection Act 2010, Malaysia. (我/我们在此确认, 同意马来西亚会展局根据条款使用我/我们的个人资料用于申请奖励补助和任何与此相关的目的但必须按照马来西亚《2010个人数据保护法》规定的条件和方式。)

Date of Application (DD/MM/YYYY):
(申请日期)

SIGNATURE :
(签名)

NAME (姓名):

COMPANY STAMP (公司盖章):

Please return completed form to:

Corporate & Incentive Unit
Malaysia Convention & Exhibition Bureau (MyCEB)
 Level 20, Menara 2, Menara Kembar Bank Rakyat,
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