



澳門貿易投資促進局

Instituto de Promoção do Comércio e do Investimento de Macau
Macao Trade and Investment Promotion Institute

[Filled in by IPIM]

Application No.: _____

Date received: _____

International Conference Referral Initiative

Application Form

Note:

1. This application is subject to the regulations, terms and conditions of the “International Conference Referral Initiative” of Macao Trade and Investment Promotion Institute (IPIM).
2. The application form must be submitted to IPIM by 31 August 2024, and must be attached with an event proposal.
3. Any application that does not comply with the requirements of “International Conference Referral Initiative” will not be accepted.
4. Please submit the completed application form via email to: mavislei@ipim.gov.mo or christielai@ipim.gov.mo
5. Please fill in this form on a computer.
6. If the space of the application form is insufficient for certain items, please provide the information in attachment(s).
7. If the applicant is unable to provide relevant information or the required parts are not applicable, please specify.
8. Please mark with “✓” in applicable tables.
9. Applicants must stamp or initial at the bottom right of each page in this application form.

In case of any discrepancy between the English version and the Chinese version of the application form, the Chinese version shall prevail.

1. Applicant Information				
1.1 Organisation Name <i>*Please fill in the official name in block letters</i>	Chinese			
	Portuguese			
	English			
1.2 Organisation Type	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Association		<input type="checkbox"/> Limited Company <input type="checkbox"/> Others (please specify) _____	
1.3 Taxpayer No./ Association No.	<i>(Only applicable to Macao proprietor/association)</i>		1.4 Registration No. (Business tax No.):	<i>(Only applicable to Macao proprietor)</i>
1.5 Applicant's Role	<input type="checkbox"/> Event host <input type="checkbox"/> Event Co-organiser		<input type="checkbox"/> Event organiser <input type="checkbox"/> Others (please specify) _____	
1.6 Address				
	City		Country/Region	
1.7 Telephone			1.8 Fax	
1.9 Email				
1.10 Website				
2. Contact Information				
2.1 Contact person 1	Name			
	Title		Telephone	
	Email		Mobile phone	
2.2 Contact person 2	Name			
	Title		Telephone	
	Email		Mobile phone	
3. Event Information				
3.1 Event Name	Chinese			
	English			
3.2 Event Website				
3.3 Event Type	Conference <input type="checkbox"/> Conference that recorded in ICCA (International Congress and Convention Association) database <input type="checkbox"/> Conference that has potential to record in ICCA database			
3.4 Event Frequency	<input type="checkbox"/> Annual <input type="checkbox"/> Biannual <input type="checkbox"/> Others (please specify) _____			

3.5 Event Date	<p>From _____ to _____ (1st preferred date) (DD/MM /YYYY) (DD/MM /YYYY)</p> <p><input type="checkbox"/> Event date is subject to change</p> <p>From _____ to _____ (2nd preferred date) (DD/MM /YYYY) (DD/MM /YYYY)</p>	
3.6 Estimated number of participants	_____ pax	
3.7 Event Venue	<p>Expected venues (Integrated Resorts) <i>Please number your preference of integrated resorts you would like to contact with “1” being the one you are most interested in and “6” the least. And write down in which hotel(s) you expect to hold the event.</i></p> <p><input type="checkbox"/> MGM China Holdings Limited _____</p> <p><input type="checkbox"/> Galaxy Casino, S.A. _____</p> <p><input type="checkbox"/> Venetian Macau S.A. _____</p> <p><input type="checkbox"/> Melco Resorts & Entertainment Limited _____</p> <p><input type="checkbox"/> Wynn Resorts (Macau), S.A. _____</p> <p><input type="checkbox"/> SJM Resorts, S.A. _____</p>	
3.8 Event Introduction	<p><i>Provide relevant information such as the nature of the event, background information, theme, scale, proposal content, previous events. If further details are available, please provide them as attachment(s).</i></p>	
3.9 Other event information	Date and location of past event (Last Edition)	<p>From _____ to _____ (DD/MM /YYYY) (DD/MM /YYYY)</p> <p>Event Location: _____</p>
	Date and location of past event (Edition before the last edition)	<p>From _____ to _____ (DD/MM /YYYY) (DD/MM /YYYY)</p> <p>Event Location: _____</p>
	<input type="checkbox"/> For Conference that recorded in ICCA database, please provide information or supporting documents.	
	<input type="checkbox"/> For professional conference related to major industries (such as TCM big health, modern financial services, high technology, convention, exhibition, trade, and culture and sports), please provide information in an attachment.	

3.10 Accommodation information (if applicable)	Expected Macao hotel name							
	Estimated number of rooms							
	Check-in date:	(DD/MM)	(DD/MM)	(DD/MM)	(DD/MM)	(DD/MM)	(DD/MM)	Total number of rooms
	Number of rooms							

3.11 Proposed event schedule	Please provide detailed schedule of the event as an attachment.
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4. Signature and stamp of the applicant's representative

<p>Name of signatory and Title:</p> 	<p>Signature [of the Legal Representative] and Official Stamp <i>(Remarks: The signature should be identical to the signature sample on identification document or the relevant legal document)</i></p> <p>Date: (DD/MM/YYYY)</p>
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