

[ For official use only ]

Application No.: \_\_\_\_\_

Received Date: \_\_\_\_\_

# Convention and Exhibition Stimulation Programme

## Post-Event Report

### Remarks:

1. This post-event report is governed by the provisions, terms and conditions specified in the Convention and Exhibition Stimulation Programme implemented by the Commerce and Investment Promotion Institute. Before filling out this report, please refer to the Terms and Conditions of the Convention and Exhibition Stimulation Programme.
2. Grantees must submit the original post-event report within 30 days of the event's conclusion and submit all required documents to the Commerce and Investment Promotion Institute within 60 days of the event's conclusion. Any post-event report not submitted in accordance with the above requirements will be handled in accordance with Article 13 of the Convention and Exhibition Stimulation Programme.
3. The completed post-event report and other necessary supporting documents can be submitted in person, by email or by post to the following address:  
Convention and Exhibition Industry Development Division, Promotional Activities and Development of Conventions and Exhibitions Department, Macao Trade and Investment Promotion Institute  
1/F, Office Building, Complex of Commerce and Trade Co-operation Platform for China and Portuguese-speaking Countries, Rua Sul de Entre Lagos, Macao  
Tel: (853) 2871 0300  
Email: cesp@ipim.gov.mo
4. Please fill out this report on computer.
5. If the space provided in this report is insufficient, please provide the information by attachment.
6. If any of the required information is not yet available or not applicable, please specify accordingly.
7. Please check the boxes with "✓", where applicable.
8. Company stamp or the initial of signatory(-ies) are required at the bottom right corner of each page of this report.

1. Grantee's Information				
1.1 Name of Organisation <i>*Please fill in the official name and in block letters</i>	Chinese			
	Portuguese			
	English			
1.2 Type of Organisation	<input type="checkbox"/> Sole-proprietorship <input type="checkbox"/> Association		<input type="checkbox"/> Limited company <input type="checkbox"/> Others, please specify: _____	
1.3 Taxpayer No./ Association No.			1.4 Business Tax (Registration File) No.	
1.5 Intended role of Grantee	<input type="checkbox"/> Event owner <input type="checkbox"/> Member association in Macao		<input type="checkbox"/> Event planning entity <input type="checkbox"/> Others, please specify: _____	
1.6 Address				
	City		Country/Region	
1.7 Tel			1.8 Fax	
1.9 E-mail				
1.10 Website				
2. Contact Person Details				
2.1 Contact Person 1	Name			
	Title		Tel.	
	E-mail		Mobile	
2.2 Contact Person 2	Name			
	Title		Tel.	
	E-mail		Mobile	
3. Event Details				
3.1 Event Name	Chinese			
	English			
3.2 Event Website				
3.3 Event Type	Conventions: <input type="checkbox"/> Confirmed Conventions to be held in Macao <input type="checkbox"/> Potential Conventions proposed to be held in Macao  Exhibitions: <input type="checkbox"/> Confirmed Exhibitions to be held in Macao <input type="checkbox"/> Potential Exhibitions proposed to be held in Macao			
3.4 Event Date	From ____/____/____ To ____/____/____ (DD/MM/YYYY) (DD/MM/YYYY)			
3.5 Event Venue	Venue Name	Rental Area (sqm per day)	Actual usable area (sqm per day) (Meeting/Exhibition and Public Facilities Area)	

3.6 Composition of Event Organisation Structure	Identity within the organisational structure	Name of Organisation
3.7 Results of Event		
3.8 The extent to which the event will contribute to the qualitative development of MICE industry <i>* Please provide details with attachments, including but not limited to relevant professional reports, photographs.</i>	Internationalisation	

	Marketisation	
	Professionalism	
	Digitalisation	
	Green Development	

3.9 Other Event Information	<input type="checkbox"/> The event is international conferences/professional forums/professional or brand exhibitions. Please provide details or supporting documents by attachment.						
	<input type="checkbox"/> The event is to be held with “One Fair, Two Venues” concept. Please provide details or supporting documents by attachment.						
3.10 Hotel Accommodation (If applicable)	Hotel Name					City/Region	
	Actual no. of stayed guestrooms						
	Check-in Date						Total no. of rooms
	No. of rooms						
3.11 Event Agenda *Please provide detailed information by attachment	Type of Event (Convention/Exhibition/ Community Activity/ Special or Experiential Event/ Other: please specify)		Date	Venue		Duration	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
						___ hours in total	
3.12 Information of Actual Participants *Please attach detailed participant information by attachment	Type		Total		Macao		China (Including mainland, Hong Kong and Taiwan)
							Overseas
	Conventions						
	Number of Participants						
	Number of Speakers						
	Others:						
	Total						
	Exhibitions						
	Number of Exhibitors						
	- Number of exhibitors with a standard booth of 9 sqm or more						
	Number of buyers						
	Number of trade visitors						
	Number of public visitors						
	Others:						

4.1 Whether the event has been applied any financial or other forms of supports from other organisations.

☐ No (*please skip to point 4.2*)

[illegible]

☐ Yes (please provide information in the table below) ☐ No (please skip to point 4.3)

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[illegible]

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4.3 Breakdown of actual expenditure of event *(please list all the expenditure of the event, including granted items by IPIM)*

[illegible]

\* IPIM may request the grantee to provide detailed information, including analysis of budget against actual income and expenditure, justification of the difference between the applied items and the explanation of the use of the granted funds.

Confirmed conventions to be held in Macao:	Hotel Accommodation, Catering and Meeting Package, Promotion and Marketing, Hardware Facilities, Exhibition Venue Rental, Electronic Technology Application, Green Convention/Exhibition Application, Community Activity Organisation Fee and Local Transportation Fee, Event Planning and Management Fee for Macao Professional MICE Organiser
Confirmed exhibitions to be held in Macao:	Exhibition Venue Rental, Hotel Accommodation, Hardware Facilities, Logistics, Promotion and Marketing, Electronic Technology Application, Green Convention/Exhibition Application, Community Activity Organisation Fee and Local Transportation Fee, Event Planning and Management Fee for Macao Professional MICE Organiser
Potential conventions/ exhibitions proposed to be held in Macao	Site Inspection , Bidding Support, Industry Association Admission Fee

[illegible]

I (We) hereby declare that the information submitted is true and correct, and undertake to fulfill the terms and conditions of the Convention and Exhibition Stimulation Programme, and to comply with all the terms and conditions, obligations of the Convention and Exhibition Stimulation Programme after receiving the granting from the Commerce and Investment Promotion Institute (IPIM). I (We) am (are) aware of and ☐ consent/☐do not consent IPIM to obtain the relevant information on taxation, business registration and articles of association in relation to this application from the administrative authorities, and to use the submitted documents for the purpose of approval and settlement of this application.

**Title(s) of the Signatory(ies):**

(Remarks: The signature should be identical to the signature sample on identification document or the relevant legal document)