

## **Convention and Exhibition Financial Support Programme - FAQ**

### **1. In order to file an application under the “Convention and Exhibition Financial Support Programme”, when should the application form and supporting documents submitted?**

Application form and all supporting documents must be submitted via email to [cesp@ipim.gov.mo](mailto:cesp@ipim.gov.mo) **70** days prior to the first day of the event, or submit in person at the Macao Trade and Investment Promotion Institution (4th Floor, World Trade Centre Building, 918, Avenida da Amizade, Macao). If an applicant needs to amend any information of the application, the applicant must complete the amendment via the above submission methods 70 days prior to the first day of the event.

### **2. What are the definitions of “full-day conference” and “one-day activity”?**

“Full-day conference” refers to a day contains accumulatively no less than 4 hours of conference that actually take place during an event; “one-day activity” refers to a day contains accumulatively no less than 3 hours of activity that actually take place during an event.

### **3. Is it required to contain a half-day activity under the category of “International Convention”?**

If an “International Convention” meets the duration requirement and is held for three days (which includes at least 12 hours of conference in total), it is not required to include a half-day activity; if an “International Convention” is held for only 2 days (which includes no less than 10 hours of conference in total), it is required to organise activity(-ies) that last(s) for at least 3 hours in total on an extended day of the event.

### **4. What is the maximum room rate qualified for hotel accommodation support?**

The maximum room rate qualified for accommodation support is MOP1,300 per room per night, inclusive of service charges and taxes. The amount of financial support will be calculated according to the actual price if the room rate is lower than MOP 1,300 per night.

**5. How many meals can be subsidised for each event?**

For each event, subsidy application can be made for “one” meal. This subsidy is only applicable to a meal that is attended by all participants at the same location during the same period of time, such as welcome dinner.

**6. How many Keynote Speakers and Head of delegation can be subsidised in each application? What are the documents required for application?**

In each application, a maximum of 30 Keynote Speakers and 30 Heads of Delegation can be subsidised. Below documents should be submitted:

During application:

- Keynote speaker: List of Keynote Speaker, speakers' profiles, detail run-down and topics of each speeches;
- Head of Delegation: List of Head of Delegation, the formulation of the delegations and the members thereof.

Within 60 days after event:

The applicant must submit the actual list of Keynote Speakers and Heads of Delegation who have attended the event, original boarding passes and transportation tickets used by Keynote Speakers and Heads of Delegation, as well as relevant proofs of accommodation such as rooming list issued by hotel.

**7. Is the Local Transportation support applicable to the travelling from airport to hotel?**

No. The Local Transportation support is only applicable to visits local communities in Macao. It is not applicable to the transportation between event venues, hotels and all borders (e.g. airport, ferry terminals, borders). The applicant must hire a local travel agency or destination management company for the transportation arrangement.

**8. What are the criteria for the application of “Event Planning and Managing Fee for Local Professional Conference Organiser”?**

- The applicant must be local non-profit association/organisation;
- The applicant must hire local professional conference organiser to assist in organising the meeting/conference;
- The event is required be successfully bid and admitted by the International Congress and Convention Association (ICCA).

**9. What is “Green Channel”? How to apply for using it?**

“Green Channel” can be set up at the 5 different borders in Macao. It is an express immigration channel for event delegates. For any events which is approved by the International Congress and Convention Association (ICCA), or with a scale reaching 2,000 delegates are eligible for the financial support of using “Green Channel”, the maximum financial support is MOP 10,000 for each event.

(The 5 borders are: Macau International Airport, Border Gate, Cotai Frontier Post, Outer Harbour Ferry Terminal, Taipa Ferry Terminal.)

**10. How many qualified buyers are eligible for financial support for each event? If the buyers can not be confirmed at the application period, can the buyer be changed after the submission?**

For every 9 square metres of net exhibition area, one buyer will be eligible for financial support. If the event is categorised as “General Exhibition”, the quota of buyers eligible for financial support is 200. If the event is categorised as “Trade Fair”, the quota of buyers eligible for financial support is 500. Each company can apply for financial support for two qualified buyers at maximum. The applicant must submit the business cards and business licences (e.g. Business registration issued by the country where the company is set up) for the approval conducted by IPIM. Once the list is submitted, the buyers can be changed, yet, the name of the company cannot be changed.

**11. After the event completed, when should the supporting documents be submitted?**

The complete "Post Event Report" (available on IPIM's official website) should be submitted within 30 days after the completion of the event, and other supporting documents within 60 days after the completion of the event.

**12. Will the payment of financial support issued before the event?**

No. The financial support will only be issued to the applicant after the event ends, and after the applicant submitted all receipts and relevant proofs, and the approval of IPIM will be granted.

**13. Is the calculation of the total incentive amount based on the upper cap of each subsidised item?**

No. To ensure appropriate use of public resources, IPIM strictly follows the assessment standards to approve, partially approve or disapprove incentive applications and determine the amount of each subsidised item. Assessment will be made on:

- Whether the application is in compliance with the terms and conditions of the programme
- Nature of the event, degree of internationalisation, theme, timing, scale, duration, professionalism, past event reference;
- Whether the event drives the economic benefit to local community;
- Whether the event is approved by UFI or ICCA;
- Whether the event concerned is being held in the overall public interest;
- Whether the societal contribution of hosting the event and similar activities held in the past;
- Whether the hosting of the event concerned meets the development needs of the convention and exhibition industry of Macao;
- Whether the expenditure involved in the project conforms to the principles of efficiency, effectiveness and economy;
- Past records of the applicant and connected parties in terms of event organization, and the implementation records related to the application(s) made through this programme;
- The budget capacity of this programme;

- Subsidies received or expected from other governmental departments or bodies.

**14. Will the settlement amount vary from the preliminary approved amount of incentive?**

The applicant will be informed of the result of preliminary approval, which will serve as a reference for the maximal amount of the incentive. The final amount of incentive will be determined based on IPIM's onsite inspection report, the post-event report (submitted within 30 days after the completion of the event), documents and receipts (submitted within 60 days after the completion of the event) submitted by the applicant.

**15. For an exhibition whose incentive application has been preliminarily approved, will its incentive be revoked if some of the exhibitors have not shown up?**

Regarding any events not fulfilling the requirements of this programme, IPIM has the right to revoke the relevant granting of support.

**16. For a trade fair whose incentive application has been preliminarily approved, can its incentive application type changed to "incentive for exhibition" if the number of qualified foreign buyers has not met relevant requirements?**

No. Events held by the applicant must fully meet the requirements of each subsidised item. IPIM has the right to revoke the relevant granting of support if an event fails to meet relevant requirements.