



澳 門 貿 易 投 資 促 進 局

Macao Trade and Investment Promotion Institute

《會展及商務旅遊展支持計劃》展會後報告

“MICE Trade Shows Support Program” Post Trade Show Report

備註：

1. 此展會後報告受澳門貿易投資促進局之《會展及商務旅遊展支持計劃》有關規定、條款及細則所約束。
2. 展會後報告，連同其他一切所需的證明文件，必須完整地於**展會結束後10天內提交**至澳門貿易投資促進局。任何未按照上述要求提交之活動報告，該單位獲批參與該次展會之支持金額將被取消。
3. 填妥之展會後報告及其他所需文件可親身遞交或郵寄至：

澳門貿易投資促進局 – 會展發展及活動推廣廳 – 會展產業拓展處
澳門宋玉生廣場263號中土大廈19樓
電話：+853 8798 9616 電郵：mice-onestop@ipim.gov.mo

4. 如展會後報告書需填寫之項目空間不足，可以附件形式作補充。如須填寫部份不適用，請註明。
5. 請在表內適用空格以“✓”標示。
6. 申請者須於本報告每頁右下方加公司印章或簡簽。

Remarks

1. This Post Trade Show Report is governed by the provisions, terms and conditions stipulated in the “MICE Trade Show Support Program” sponsored by the The Macao Trade and Investment Promotion Institute of the Macao SAR Government.
2. Post Trade Show Report, and all supporting documents must be submitted to the Macao Trade and Investment Promotion Institute **within 10 days after the completion of the Trade Show**. Applicants failing to comply with this requirement will be automatically disqualified for the financial support for that particular trade show.
3. A completed Post Trade Show Report and all supporting documents should be submitted in person 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 (IPIM)
Alameda Dr. Carlos d’Assumpção, 263, Edifício “China Civil Plaza”, 19.o andar, Macao
Tel: +853 8798 9616 Email: mice-onestop@ipim.gov.mo**

4. If the space provided in this form is insufficient, please supplement with a separate attachment. If information is not applicable, please specify accordingly.
5. Please check the boxes with “✓”, where applicable.
6. The Report should be stamped with the company chop or initial by the signatory(-ies) in bottom right hand corner of each page.

《會展及商務旅遊展支持計劃》展會後報告

“MICE Trade Show Support Program” Post Trade Shows Report

1. 會展及商務旅遊展 MICE Trade Show	
展會名稱 Name of Trade Show :	
展會日期 Date :	

2. 申請單位資料 Information of Applicant	
申請單位名稱 (中文):	
Name of Organization (English) :	
地址 Address:	
電話 Telephone:	

3. 主要展位駐場代表聯絡資料 Key On-Site Representative Contact Details			
主要展位駐場 代表一 Key On-Site Representative 1	姓名 Name		
	<input type="checkbox"/> 持有效澳門身份證/外地僱員證(藍咭) Valid Macao I.D./ Non-resident Worker's I.D. (Blue Card) Holder		
	<input type="checkbox"/> 當地之業務代表 Local Business Representative of the Organization.		
	<input type="checkbox"/> 其他 Other: _____		
職銜 Title		電話 Tel	
電郵地址 Email		手提電話 Mobile	
主要展位駐場 代表二 Key On-Site Representative 2	姓名 Name		
	<input type="checkbox"/> 持有效澳門身份證/外地僱員證(藍咭) Valid Macao I.D./ Non-resident Worker's I.D. (Blue Card) Holder		
	<input type="checkbox"/> 當地之業務代表 Local Business Representative of the Organization.		
	<input type="checkbox"/> 其他 Other: _____		
職銜 Title		電話 Tel	
電郵地址 Email		手提電話 Mobile	

4. 洽談總結 Appointments Summary							
預約日期 Date of the appointments (日/月) (dd/mm)	經由大會系統之 預約數目 No. of appointments via the Trade Show portal	+	即場 預約數目 No. of walk-in appointments	-	缺席之 預約數目 No. of no show/ miss-out appointments	=	完成洽談之 預約數目 No. of completed appointments
(/) 展會第一天 1 st day of the Trade Show		+		-		=	
(/) 展會第二天 2 nd Day of the Trade Show		+		-		=	
(/) 展會第三天 3 rd Day of the Trade Show		+		-		=	
合計 Total :		+		-		=	

5. 業務摘要 Business Summary			
展會期間落實(簽訂合同)之商務總個案數目: No. of Confirmed Businesses (Contract Signed) during the Trade Show:		預計收入之總金額(澳門幣): Total Estimated Revenue (MOP)	
展會期間接到具潛力(需求建議書)之商務總個案數目: No. of Potential Leads (Request for Proposal) received during the Trade Show:		預計收入之總金額(澳門幣): Total Estimated Revenue (MOP)	
合計 Total	數目 Number of Case:	總金額 Total Amount:	

6. 展會後問卷 Post Trade Show Survey							
貴單位是否首次參加本局之《會展及商務旅遊展支持計劃》 Is it your first time to join IPIM's "MICE Trade Shows Support Program"		<input type="checkbox"/> 是，這是本單位之首次申請 Yes, it is our first time <input type="checkbox"/> 否，本單位過往已參加過 No, we joined before					
《會展及商務旅遊展支持計劃》訊息獲取之渠道 Where do you get the information of "MICE Trade Shows Support Program"		<input type="checkbox"/> 澳門貿促局官方網站 IPIM's Official Website: www.ipim.gov.mo <input type="checkbox"/> 澳門貿促局官方微訊帳號 IPIM's Official WeChat I.D. <input type="checkbox"/> 其他 Other: _____					
意見 Comments		非常同意 Strongly Agree	同意 Agree	比較同意 Somewhat Agree	比較不同意 Somewhat Disagree	不同意 Disagree	非常不同意 Strongly Disagree
澳門貿促局之支持及鼓勵措施 IPIM's Incentive Measures	《會展及商務旅遊展支持計劃》有助拓展業務 The "MICE Trade Shows Support Program" help to develop more businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	會展競投及支援"一站式"服務和《會議及展覽資助計劃》有助提升市場競爭力 The "One-stop" service and the "Convention & Exhibition Financial Support Program" help to increase the competitiveness in the market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
展會 Trade Show	該展會對貴公司之業務拓展有顯著幫助，並考慮繼續參加 The Trade Show has significantly helped generating businesses, and you will continue to participate will be considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	貴單位滿意大會之商業配對安排 You are satisfied with the Trade Show's business appointments arrangement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	認為是次展會買家質素符合預期 The quality of the buyers have met your expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	會場內網絡服務足夠 The internet connection in the venue was sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
意見 Comments		非常同意 Strongly Agree	同意 Agree	比較同意 Somewhat Agree	比較不同意 Somewhat Disagree	不同意 Disagree	非常不同意 Strongly Disagree
澳門館 Macao Pavilion	澳門館設計能展示出澳門會展優勢及特色 The design of Macao Pavilion is able to showcase the advantages and features of Macao's MICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	澳門館內之活動有效地吸引人流並增加商務洽談機會 The activities held in Macao Pavilion effectively attracts people and increase potential business opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
其他意見 Other Comment:							

7. 與本報告書同時提交之文件 Documents Enclosed with the Application Form:		
洽談及商務活動記錄 Business activities records	<input type="checkbox"/> 已提交 Submitted	展會期間收集之客戶名片副本 Copies of business cards collected during the Show
展位駐場代表之職務說明 Employment information of the Key On-Site Representative(s)	<input type="checkbox"/> 已提交 Submitted	展位駐場代表之名片或由所屬單位發出之委任信函 Business card(s) of the on-site Representative(s) or Employment Letter from the Company

展位駐場代表交通證明文件 Travel documents of the Key On-Site Representative(s)	<input type="checkbox"/> 已提交 Submitted	來回程登機證/登船證/班車/列票正本 Original copies of Round-Trip Boarding Pass of Air Tickets/ Ferries Tickets/ Coach/ Train Tickets of the on-site Representative(s)
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8. 申請者之蓋章及法定代表簽署
The Applicant's Official Chop and Signature(s) of Its Legal Representative(s)

茲聲明_____ (申請者名稱)根據《會展及商務旅遊展支持計劃》有關規定、條款及細則，向該計劃提交展會後報告；知悉須遵守前述計劃之一切規定及義務；並保證所提供的一切資料均真實無誤；亦同意通知澳門貿易投資促進局有關報告資料之任何變更。上述資料只供本局內部使用。

_____ (the Applicant's name) hereby declares that, pursuant to the provisions, terms and conditions as stipulated in the "MICE Trade Shows Support Program", is submitting a formal report under the said Program; I have read, understood, and agreed to abide by the rules, terms and conditions set forth in the said Program; and that all the information provided is true and accurate. I further agree to duly notify the Macao Trade and Investment Promotion Institute of any changes on the information provided in this report. All information provided will be for internal use only.

<p align="center">簽署 (法定代表) 及蓋章 Signature(s) [of the Legal Representative(s)] and Official Chop</p>	<p align="center">簽署人姓名 / 職銜 Name(s) and Title(s) of the Signatory(ies)</p>
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日期 Date: