



# Annual Report

# 2012

The Sri Lanka Association of Professional Conference, Exhibitions & Events Organisers (SLAPCEO Reg No: GA6262) endeavours to make the conference, meetings and exhibition business more professional and recognised to be a key segment in tourism which brings in premium revenue to the country.

It is the only industry body representing the meetings industry in Sri Lanka, recognized, directly supported and assisted by Sri Lanka Convention Bureau which is functioning under the Ministry of Economic Development to promote Sri Lanka as a venue for Meetings, Conferences and Exhibitions.

While Sri Lanka Convention Bureau represents Government interest in the meetings industry, SLAPCEO is considered to be the voice of the industry in the formulation of policies and development of strategies.

**1st AGM  
27th February  
2013, BMICH**

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## Highlights of 2012

1. SLAPCEO incorporated on 10 February 2012, as a company limited by guarantee (Registration No: GA 6262)
2. New SLAPCEO logo launched
3. SLAPCEO website re-launched
4. Membership:
  - Increase in members from 15 to 19
  - Membership re-classification to include Destination Management Companies (DMCs), Incentive Operators & Transport Providers. Patrons classified as Associate Members.
  - Application form & members' guide available online
5. Meetings:
  - Board meetings held every month
  - Sub Committee meetings held every 3 months
  - Pre-incorporation AGM & 2 EGMs held in 2012
6. Events handled:
  - SLAPCEO was recognized nationally for organizing the 1st Sancharaka Udawa. The next is scheduled for May/ June 2013, and will be organized by SLAPCEO jointly with SLAITO.
  - SLAPCEO entrusted by SLCB to handle a full list of events including the Tourism Awards & the Spice Festival
7. Human Resource Development:
  - General MICE training program by SLCB – SLAPCEO provided resource persons & developed the curriculum
  - MICE training program for Hotels to be conducted by SLCB in June 2013 – SLAPCEO developed curriculum & has pledged resource persons
  - SLAPCEO to be actively involved in MICE awareness program funded by JAICA, targeted at OPA and other professional bodies
8. Infrastructure Development:
  - Site visits to Nelum Pokuna, Hambantota Convention Centre, Jetwing properties in Negombo. BMICH tour to be arranged soon.
  - SLAPCEO discussions with SLECC about another convention centre in Colombo.

- SLAPCEO discussions with Hon Min Namal Rajapaksa about the convention centre in Hambantota
9. Industry lobbying:
- Court action against THASL on invoicing & receiving payments in foreign currency settled amicably
  - SLCB's MICE strategic plan introduced to the industry at SLAPCEO EGM. Members collated & provided comprehensive feedback to SLCB
  - Discussions with the Government on trade fairs at which Sri Lanka should be represented
  - Contributions to the SLCB brochure
  - Indian promotions campaign of SLCB lead by SLAPCEO
  - Press Publicity (in the form of newspaper articles) on SLAPCEO's EGM at Jetwing Lagoon & on industry concerns

**Message from the President**

## Assessment against SLAPCEO objectives

Objective	Achievement
<p>a. To foster the development of professional meetings, conventions, seminars and exhibitions and events of the MICE (Meetings, Incentives, Conventions and Exhibitions) industry in Sri Lanka</p>	<ul style="list-style-type: none"> <li>- Increase in members from 15 to 19</li> <li>- Membership re-classification to include Destination Management Companies (DMCs), Incentive Operators &amp; Transport Providers. Patrons classified as Associate Members.</li> </ul>
<p>b. To work in close liaison with all Government Ministries, Authorities and Departments and particularly with Sri Lanka Convention Bureau (SLCB), Sri Lanka Tourism Promotion Bureau, as well as Sri Lankan Airlines Limited and all other Airlines, Hoteliers, Convention Organisers, Event Organisers, Equipment providers, Venue providers, Service providers, Members of the Travel and Tourism Industry of Sri Lanka and allied organizations, as well as stakeholders of the MICE industry for the achievement of the objects referred to above</p>	<ul style="list-style-type: none"> <li>- SLCB's MICE strategic plan introduced to the industry at SLAPCEO EGM. Members collated &amp; provided comprehensive feedback to SLCB</li> <li>- Discussions with the Government on trade fairs at which Sri Lanka should be represented</li> <li>- Press Publicity (in the form of newspaper articles) on SLAPCEO's EGM at Jetwing Lagoon &amp; on industry concerns</li> </ul>
<p>c. To take such steps as are deemed necessary to promote and protect the interests of its varied types of members, non-members and stakeholders associated with the MICE industry</p>	<ul style="list-style-type: none"> <li>- Court action against THASL on invoicing &amp; receiving payments in foreign currency settled amicably</li> </ul>
<p>d. To liaise with local and international bodies for MICE Tourism</p>	<ul style="list-style-type: none"> <li>- New SLAPCEO logo launched</li> <li>- SLAPCEO website re-launched</li> <li>- Resource persons sourced from abroad</li> </ul>
<p>e. To encourage MICE tourist traffic between Sri Lanka and other countries and vice versa</p>	<ul style="list-style-type: none"> <li>- Indian promotions campaign of SLCB lead by SLAPCEO</li> <li>- Participation at trade fairs by SLAPCEO members</li> </ul>
<p>f. To organize and hold meetings, incentive travel, conferences, congresses, conventions, lectures, seminars,</p>	<ul style="list-style-type: none"> <li>- SLAPCEO entrusted by SLCB to handle a full list of events including the Tourism Awards &amp; the Spice Festival</li> </ul>

	exhibitions, events, workshops and forums for any purpose and of all types of descriptions	
g.	To provide advisory services on all matters relating to writing, editing, publishing and printing of marketing material in any form	- Contributions to the SLCB brochure
h.	To affiliate with any institutions local and foreign, with similar aims and objectives	- SLAPCEO was recognized nationally for organizing the 1st Sancharaka Udawa. The next is scheduled for May/ June 2013, and will be organized by SLAPCEO jointly with SLAITO.
i.	To sponsor scholarship, studentship and fellowship programs on its own or in collaboration with other local and/or foreign institutions or trusts	- Helped develop curriculum & evaluated program presented by ITTM, an emerging hospitality institute
j.	To develop, offer and conduct professional and other training courses and sessions for its members, non-members and stakeholders	- General MICE training program by SLCB – SLAPCEO provided resource persons & developed the curriculum - MICE training program for Hotels to be conducted by SLCB in June 2013 – SLAPCEO developed curriculum & has pledged resource persons
k.	To involve in any capacity in infrastructure development for the furtherance of the MICE industry	- Site visits to “Lotus pond”, Hambantota Convention Centre, Jetwing properties in Negombo. BMICH tour to be arranged soon. - SLAPCEO discussions with SLECC about another convention centre in Colombo. - SLAPCEO discussions with Hon Min Namal Rajapaksa about the convention centre in Hambantota
l.	Any other objectives in the Articles as may from time to time be altered by Special Resolution and with prior written approval of the Registrar of Companies.	

## Organization Structure

### Board of Directors (Office Bearers)

1. Mr. MM Imran – President & Main Representative from Lanka Exhibition and Conference Services Pvt Ltd
2. Mr. Dilakshan Perera – Secretary & Main Representative from Walkers Tours Limited
3. Mr. Ziyen Ameen – Treasurer & Main Representative from Aitken Spence Travels (Pvt) Ltd
4. Mr. Harith Perera - Committee Member) & Main Representative from Diethelm Travels Lanka Pvt Ltd
5. Ms. Shanti Outschoorn – Committee Member & Main Representative from PICO Sri Lanka/ Intertrade Lanka Management (Pvt) Ltd
6. Mr. Nalin Ariyaratne – Committee Member & Main Representative from Jetwing Events (Private) Limited.
7. Ms. Paddy Paul – Committee Member & Main Representative from Golden Isle Travel (Pvt) Ltd
8. **Tentative: Ms Felicia Adhihetty - Committee Member & Main Representative from B Connected (Pvt) Ltd**

### Appointments in 2012

28 March 2012 –

Ms Paddy Paul appointed as Director & Committee Member of SLAPCEO, in recognition of her contributions to SLAPCEO

27 February 2013 –

It has been proposed to appoint Ms Felicia Adhihetty as Director & Committee Member of SLAPCEO, in recognition of her contributions to SLAPCEO

### Sub-committees

The Office bearers appoint various sub- committees from time to time, to carry out various assignments. Current sub-committees are as follows:

- i. **Education & International Networks Committee** (Chair: Ms Paddy Paul, Members: Ms Shanti Outschoorn, Mr Ziyen Ameen)
- ii. **Events & PR Committee** (Chair: Mr Nalin Ariyaratne, Members: Ms Janice Hakel Ranasinghe, Ms Felicia Adhihetty, Mr Aasim Mukthar)



- iii. **Bidding Committee** (Chair : Mr.Ziyan Ameen, Members : Mr Dilakshan Perera, Mr MM Imran)
- iv. **Trade Fairs & MICE promotions Committee** (Chair: Ms Paddy Paul, Members:, Mr. Nalin Ariyaratna, Mr Dilakshan Perera)
- v. **Suppliers and support services Committee** (Chair: Mr MM Imran, Members: Ms. Andrea Hakel, Mr Aasim Mukthar)

## Members

### Categories of Membership

(Provided the resolution to change the membership classification is adopted at SLAPCEO's 1<sup>st</sup> AGM scheduled for 27 February 2013)

There are two (02) categories of members, namely Full Members and Associate Members, and may consist of the following subcategories

#### FULL MEMBERS –entitled to vote

- i. Professional Conference Organizers (PCO)
- ii. Professional Exhibition Organizers (PEO)
- iii. Professional Conference & Exhibition Organizers (PCEO)
- iv. Event Organizers
- v. **Destination Management Companies (DMCs) & Incentive Operators**

} Only PCOs, PEOs & PCEOs that satisfy certain additional criteria specified in paragraph 18, may be elected as President and Secretary of SLAPCEO.

#### ASSOCIATE MEMBERS –not entitled to vote

- i. **Patrons**
- ii. Equipment suppliers
- iii. Venue providers
- iv. Airlines
- v. Hoteliers
- vi. Advertising & marketing agencies
- vii. **Transport Providers**
- viii. Other service providers “

### Representatives

Each member organization nominates upto three (03) Representatives who should be the Owner, Partner, Board Member or a senior executive of the body corporate.

The “Main Representative” has been authorized to attend meetings, vote & represent the interests of the member organization in all of SLAPCEO’s activities. If the Main Representative is unable to attend, he/she may send the Second or Third Representative with proxy.

Representatives may at any time be appointed, removed or replaced by the Member (body corporate), by delivering a signed written notice of such appointment, removal or replacement to the registered office of SLAPCEO.

### Current valid membership of SLAPCEO

	Member Organization	Representatives
1	<p><b>Lanka Exhibition and Conference Services Pvt Ltd</b>            4<sup>th</sup> Floor , Automobile Association Building            No.40, Sir Mohamed Macan Marker            Mawatha,            Colombo 3            Status: Full Member (PCEO)            Qualifies for election as Secretary/ President            Member since: 2006</p>	<p>i. Mr MM Imran, Director Lanka Exhibition and Conference Services Pvt Ltd  <b>Current Position: SLAPCEO President 2012</b>            ii. Mr Arjun Dharmadasa, Managing Director Lanka Exhibition and Conference Services Pvt Ltd            iii. Mr Aasim Mukthar, General Manager Lanka Exhibition and Conference Services Pvt Ltd</p>
2	<p><b>Intertrade Lanka Management (Pvt) Ltd</b>            Sri Lanka Exhibition &amp; Convention Centre            12, D.R. Wijewardene Mawatha            Colombo 10            Status: Full Member (PEO)            Qualifies for election as Secretary/ President            Member since: 2006</p>	<p>i. Ms Shanti Outschoorn, Executive Director Intertrade Lanka Management (Pvt) Ltd  <b>Current Position: SLAPCEO Committee Member 2012</b>            ii. Mr Emile Gunsekera General Manager Intertrade Lanka Management (Pvt) Ltd</p>
3	<p><b>Aitken Spence Travels (Pvt) Ltd</b>            Aitken Spence Tower 2            4<sup>th</sup> Floor            No 305 , Vauxhall Street            Colombo 02            Status: Full Member (PCEO)            Qualifies for election as Secretary/ President            Member since: 2006</p>	<p>i. Mr.Ziyan Ameen, Manager at Aitken Spence Travels (Pvt) Ltd  <b>Current Position: SLAPCEO Treasurer 2012</b>            ii. Mr Tikiri Ellepola, Assistant Vice President Aitken Spence Travels (Pvt) Ltd            iii. Ms Nadeeka Leeniyagoda, Executive at Aitken Spence Travels (Pvt) Ltd</p>
4	<p><b>Diethelm Travels Lanka Pvt Ltd</b>            Level 6, Hemas House            75 Braybrooke Place            Colombo 2            Status: Full Member (PCO)            Qualifies for election as Secretary/ President            Member since: 2006</p>	<p>i. Mr. Harith Perera, Managing Director - Diethelm Travel Sri Lanka  <b>Current Position: SLAPCEO Committee Member 2012</b>            ii. Ms. Andrea Hakel            Assistant Manager – MICE -Diethelm Travel Sri Lanka</p>

5	<p><b>Walkers Tours Limited</b> John Keells Conventions 130, Glennie Street, Colombo 02, Sri Lanka</p> <p>Status: Full Member (PCEO) Qualifies for election as Secretary/ President Member since: 2006</p>	<p>i. Mr Dilakshan Perera, Manager at Walkers Tours Limited <b>Current Position: SLAPCEO Secretary 2012</b></p> <p>ii. Mr Michael Elias, CEO Walkers Tours Limited</p> <p>iii. Mr Chanaka Ranaweera, Executive at Walkers Tours Limited</p>
6	<p><b>Jetwing Events (Private) Limited.</b> "Jetwing House", 46/26, Navam Mawatha, Colombo 02, Sri Lanka.</p> <p>Status: Full Member (PCO) Qualifies for election as Secretary/ President Member since: 2006</p>	<p>i. Mr Nalin Ariyaratne, General Manager Jetwing Events (Private) Limited. <b>Current Position: SLAPCEO Committee Member 2012</b></p> <p>ii. Ms Shiromal Cooray, Managing Director Jetwing Events (Private) Limited</p> <p>iii. Shirosh Seneviratne, Assistant Manager - Jetwing Events (Pvt) Ltd</p>
7	<p><b>Sri Lanka Convention Bureau</b> Ministry of Tourism 78, Galle Road, Colombo 03</p> <p>Status: Full Member (Patron) Not qualify for election as Secretary/ President Member since: 2006</p>	<p>i. Mr Vipula Wanigasekera, General Manager at Sri Lanka Convention Bureau</p> <p>ii. Ms. Achini Dandunnage</p> <p>iii. Ms. Kumudu Hennedige</p>
8	<p><b>Golden Isle Travel (Pvt) Ltd</b> M-7, Mezzanine Floor, Galadari Hotel, Colombo 1</p> <p>Status: Full Member (PCEO) Qualifies for election as Secretary/ President Member since: June 2011</p>	<p>i. Ms Paddy Paul, Managing Director Golden Isle Travel (Pvt) Ltd <b>Current Position: SLAPCEO Committee Member 2011</b></p> <p>ii. Mr Kumar Sithambaram, Manager Golden Isle Travel (Pvt) Ltd</p>
9	<p><b>Kairos</b> 22, Jayasinghe Road, Kirulapone, Colombo 6</p> <p>Status: Full Member (PCEO) Not qualify for election as Secretary/ President Member since: June 2011</p>	<p>i. Janice Hakel Ranasinghe Proprietor</p> <p>ii. Adam Kenny Assistant Events Executive</p> <p>iii. Yuveni Dias Events Executive</p>
10	<p><b>B Connected (Pvt) Ltd</b> 100, Jawatte Road, Colombo 5</p> <p>Status: Full Member (PCEO) Qualifies for election as Secretary/ President Member since: June 2011</p>	<p>i. Ms Felicia Adhietty - Managing Director</p> <p>ii. Ms Natasha Adhietty - Director</p>

11	<p><b>SWRD Bandaranaike National Memorial Foundation</b>  <b>Gazetted May 1973</b>          BMICH Convention &amp; Exhibition Centre,          Bauddhaloka Mawatha,          Colombo 7</p> <p>Status: Full Member (Event Organizer)          Not qualify for election as Secretary/          President</p> <p>Member since: November 2011</p>	<p>i. Mr Bandhula Ekanayake          CEO of BMICH</p> <p>ii. Major Jayantha Ratnayake Manager-          Finance &amp; Administration at BMICH</p>
12	<p><b>Taj Lanka Hotels PLC</b>  <b>PQ183</b>          No 25, Galle Face centre Road,          Colombo 3</p> <p>Status: Associate Member          Not qualify for election as Secretary/          President</p> <p>Member Since: November 2011</p>	<p>i. Mr. Rohit Khosala          CEO of Taj Lanka Hotels PLC</p> <p>ii. Mr. Kanishka Udawatta          Assistant Sales Manager- MICE</p>
13	<p><b>Asia Tours</b>  <b>W/A 60178</b>          213/8, William Jayasuriya Mawatha,          Kesbawa</p> <p>Status: Full Member (PCO)          Not qualify for election as Secretary/          President</p> <p>Member Since: November 2011</p>	<p>i. Dileesha Galappaththi          Partner at Asia Tours</p> <p>ii. Sanjeeva Vasabha Bandara Bulathsinhala</p>
14	<p><b>Dynamic AV Technologies (Pvt) Ltd</b>  <b>PV64937</b>          No. 413, RA De Mel Mawatha, Colombo 3</p> <p>Status: Associate Member          Not qualify for election as Secretary/          President</p> <p>Members Since: November 2011</p>	<p>i. Mohandas Mark Gomis Abeysinghe          Managing Director at Dynamic AV          Technologies (Pvt) Ltd</p> <p>ii. Hemantha Naomal Abeysekere          Director- Operations at Dynamic AV          Technologies (Pvt) Ltd</p> <p>iii. Wannakuwatta Waduge Dhanushka          Indeewara Fernando          Director- Sales &amp; Marketing at Dynamic AV          Technologies (Pvt) Ltd</p>

15	<p><b>Cinnamon Lakeside Colombo</b> 115, Sir C. A. Gardiner Mawatha Colombo 2 <b>PQ5</b></p> <p>Status: Associate Member Not qualify for election as Secretary/ President</p> <p>Members Since: December 2011</p>	<p>i. Adrian Jansz Asst. Director of Sales at Cinnamon Lakeside Colombo</p>
16	<p><b>361 Degrees (Pvt) Ltd</b> 41/30, DM Colombage Mw, Col 5 <a href="http://www.36oi.lk">www.36oi.lk</a></p> <p><b>PV78490</b></p> <p>Status: Full Member Not qualify for election as Secretary/ President</p>	<p>i. Thusitha Rukmal De Silva Director</p> <p>ii. Gihan De Silva Business Manager</p>
17	<p><b>NKAR Travels &amp; Tours (Pvt) Ltd</b> 45, Ananda Coomaraswamy Mawatha, Colombo 7 PV7314</p> <p>Status: Full Member Not qualify for election as Secretary/ President</p>	<p>i. Nilmin Nanayakkara Managing Director</p> <p>ii. Uditha Jayasinghe COO</p> <p>iii. Dhanushka Wijeyekoon Asst Manager</p>
18	<p><b>Galadari Hotel</b> 64, Lotus Road, Colombo 1</p> <p>Status: Associate Member Not qualify for election as Secretary/ President</p>	<p>i. Desmond Bartholameusz Sales Manager</p> <p>ii. Trudy Corea Director Marketing &amp; Sales</p>
19	<p><b>MAS Fabric Park (Pvt) Ltd</b> MAS Institute of Management &amp; Technology, MAS Fabric Park, Kurunegala Rd, Thulhiriya <a href="http://www.mimt.lk">www.mimt.lk</a>, <a href="http://www.masfabricpark.com">www.masfabricpark.com</a></p> <p><b>PV11211</b></p> <p>Status: Associate Member Not qualify for election as Secretary/ President</p>	<p>i. Michael Jayawardena Asst Mgr - Business Development</p> <p>ii. Sharmila Kumari Customer Relations Executive</p>



## Activity Calendar 2013

Month	Date	Activity	Responsible/ Participation
<b>Jan</b>	30-01-2013	Board Meeting	Board of Directors
		<b>Trade Fairs/ Special Events:</b>	
<b>Feb</b>	08-02-2013	Sub-Committee Meeting (AGM arrangements)	Board of Directors
	27-02-2013	<b>1<sup>st</sup> AGM after incorporation</b>  Moderated discussion - "Understanding MICE & the way forward"	19 confirmed members  Invitees + distinguished guests
		<b>Trade Fairs/ Special Events:</b>	
<b>Mar</b>	27-03-2013	Board Meeting	Board of Directors
		<b>Trade Fairs/ Special Events:</b>	
<b>Apr</b>	24-04-2013	Board Meeting	Board of Directors
		<b>Trade Fairs/ Special Events:</b>	
<b>May</b>	15-05-2013	Sub-Committee Meeting (EGM arrangements)	Board of Directors
	29-05-2013	<b>EGM</b>  Special Activity - TBC	All members  Invitees + distinguished guests
		<b>Trade Fairs/ Special Events:</b>	
<b>Jun</b>	26-06-2013	Board Meeting	Board of Directors
	15/16-06-2013	<b>Trade Fairs/ Special Events:</b> Sancharaka Udawa	All members
<b>Jul</b>	31-07-2013	Board Meeting	Board of Directors
		<b>Trade Fairs/ Special Events:</b>	
<b>Aug</b>	14-08-2013	Sub-Committee Meeting (EGM arrangements)	Board of Directors
	28-08-2013	<b>EGM</b>  Special Activity - TBC	All members  Invitees + distinguished guests
		<b>Trade Fairs/ Special Events:</b>	

<b>Sep</b>	25-09-2013	Board Meeting	Board of Directors
		<b>Trade Fairs/ Special Events:</b>	
<b>Oct</b>	30-10-2013	Board Meeting	Board of Directors
		<b>Trade Fairs/ Special Events:</b>	
<b>Nov</b>	13-11-2013	Sub-Committee Meeting (EGM arrangements)	Board of Directors
	27-11-2013	<b>EGM</b> Special Activity - TBC	All members Invitees + distinguished guests
		<b>Trade Fairs/ Special Events:</b> Cricket Tournament	
<b>Dec</b>	18-12-2013	Board Meeting	Board of Directors
		<b>Trade Fairs/ Special Events:</b>	
<b>Jan</b>	22-01-2014	Board Meeting	Board of Directors
		<b>Trade Fairs/ Special Events:</b>	
<b>Feb</b>	07-02-2014	Sub-Committee Meeting (AGM arrangements)	Board of Directors
	26-02-2014	<b>2<sup>nd</sup> AGM after incorporation</b> Special activity - TBC	All members Invitees + distinguished guests
		<b>Trade Fairs/ Special Events:</b>	



## Update by the Education Committee

Chairperson - Ms Paddy Paul

## **Update by the Events& PR Committee**

Chairperson – Mr Nalin Ariyaratne

## **List of National Events entrusted to SLAPCEO**

The list of national events entrusted by SLCB upon SLAPCEO is as follows:

## **Publicity for SLAPCEO**

Articles & pictures published in newspapers are as follows:

**Financial Statements**

## Contacts

### SLAPCEO

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### **Marks & Patents Lanka (Pvt) Ltd**

Company Secretaries

Ms Dinukshi Bandaranayake (nee Fernando)

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## Annexure 1 – Notice of AGM



**NOTICE IS HEREBY GIVEN THAT** the 1<sup>st</sup> Annual General Meeting of the members of Sri Lanka Association of Professional Conference, Exhibition & Event Organisers (company limited by guarantee GA 6262) will be held at BMICH, Mihilaka Medura, Bauddhaloka Mawatha, Colombo 07 on Wednesday, 27<sup>th</sup> February 2013 at 5:30 pm.

The Agenda for the meeting is as follows:-

1. Apologies for absence and announcements
2. Adopt of the minutes of the previous Extraordinary General Meeting held on 14 September 2012, and to consider minutes of the last Annual General Meeting of the unincorporated entity held on 6 January 2012.
3. The President's address
4. Receive, consider and adopt the Annual Report of the Office Bearers on the affairs of the Association, and the Financial Statements of the Association for the year
5. Tenure of Office Bearers  
[As per Paragraph 20a of the Constitution of SLAPCEO, the current Office Bearers having been appointed in the year 2010 or at a later time (in case of appointments to fill a vacancy caused in any manner), shall hold office for a period of (2) two years or for the balance thereof]
6. Resolution to appoint Ms Felicia Adhietty as Director & Committee Member of SLAPCEO
7. Resolution amending constitution to change membership criteria & categorization
8. Any other business

The AGM will be followed by a moderated discussion on the topic of “Understanding MICE & the way forward”, with the participation of a wide range of industry representatives. Cocktails & hors d'oeuvres to follow.

By Order of the Office Bearers of SLAPCEO

Ms. Dinukshi Fernando for Marks & Patents Lanka (Pvt) Ltd  
Company Secretaries  
4 February 2013  
Colombo

**Note:-** A list of member organizations & their Main/ Second/ Third Representatives are attached. The “Main Representative” has been authorized to attend meetings, vote & represent the interests of the member organization in all of SLAPCEO’s activities. If the Main Representative is unable to attend, he/she may send the Second or Third Representative with proxy.

A form of proxy is enclosed for this purpose.

Instruments appointing proxies must be carried by the proxy holder & lodged with SLAPCEO not less 15 minutes before the time appointed for the holding of the Annual General Meeting.

## Annexure 2 – Proxy Form



I [Type Main Representative's Name & Designation] Main Representative from [Type Name & Address of Member Organization] being a member of SLAPCEO, hereby appoint [Type Proxy Holder's Name & Designation] of [Type Name & Address of Member Organization] as my proxy to vote for me and on my behalf at the Annual General Meeting of SLAPCEO to be held on the 27<sup>th</sup> day of February and at any adjournment thereof.

Signature: .....

Date: .....



## Feedback form

To request for information or submit a comment/ query, please tear off page & complete this form. You may drop off the form in the “Member Feedback” box at the entrance, or email at [info@slapceo.lk](mailto:info@slapceo.lk)

NAME: .....

DESIGNATION: .....

COMPANY: .....

COMPANY ADDRESS: .....

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QUERIES/ COMMENTS:

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DATE: .....