



# Annual Report

# 2013

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.

**2nd AGM  
26th February  
2014,  
Cinnamon  
Lakeside  
Colombo**

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## Message from the President

I am really honored and pleased to be appointed as the interim president of this professional association and firstly wish to place on record my appreciation to the out going president Mr. Imran Hassan for his significant contribution during his tenure at the helm of SLAPCEO.

SLAPCEO took some giant steps forward in the past 4 years and gained recognition by creating milestones as a professional Meeting, Incentives, Conferences and Exhibition provider in Sri Lanka.

Sancharaka Udawa was a significant activity which SLAPCEO organized together with SLAITO. We especially thank Mr Nilmin Nanayakkara for initiating this joint venture in 2011 which has grown considerably as an annual event serving the industry. We also wish to thank SLAITO for including SLAPCEO as part of SLAITO's Christmas party 2013.

I am thankful to the committee who worked with me during my tenure as the treasurer and interim president during last two months.

I would also like to thank Sri Lanka Convention Bureau for the support given to SLAPCEO and hope to continue the same relationship in future as well.

SLAPCEO has some ambitious plans for 2014 and I invite all Members to participate actively in all events which will help strengthen our industry not just in Sri Lanka but beyond its borders. In July of this year, SLAPCEO, together with the support of the Sri Lanka Convention Bureau, will organize the first ever IAPCO Training Certification to be held in Sri Lanka. As many of you are aware, this Certification is recognized worldwide and will take our industry to the higher echelons of MICE globally. We request your participation which will certainly enrich your organization and staff.

Once again thank you all for the generous support extended towards this association.

Ziyan Ameen  
**President - SLAPCEO**

## Achievements of 2013

An assessment of SLAPCEO's achievements in 2013 against its objectives in the Articles of Association:

Objective	Achievement
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	<ul style="list-style-type: none"> <li>- Membership re-classification to include new membership categories.</li> <li>- 7 members to be approved</li> </ul>
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	<ul style="list-style-type: none"> <li>- Contributed SLCB to finalise the promotional plan for the year 2014</li> </ul>
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	<ul style="list-style-type: none"> <li>- Had discussions with SLCB to prevent foreign PCOs &amp; PEOs directly handling events without the support of local PCOs &amp; PEOs</li> <li>- Revised membership criteria to meet global demands</li> </ul>
d. To liaise with local and international bodies for MICE Tourism	<ul style="list-style-type: none"> <li>- Made contact with MICE ASIA organizers in Singapore</li> </ul>
e. To encourage MICE tourist traffic between Sri Lanka and other countries and vice versa	<ul style="list-style-type: none"> <li>- Participation at trade fairs and road shows by SLTPB for the MICE segment</li> </ul>
f. To organize and hold meetings, incentive travel, conferences, congresses, conventions, lectures, seminars, exhibitions, events, workshops and forums for any purpose and of all types of descriptions	<ul style="list-style-type: none"> <li>- In discussion with IAPCO to introduce a regional seminar in Sri Lanka.</li> </ul>

<p>g. To provide advisory services on all matters relating to writing, editing, publishing and printing of marketing material in any form</p>	<ul style="list-style-type: none"> <li>- Contributions to the SLCB meeting planner.</li> <li>- Members' contribution to CHOGM</li> </ul>
<p>h. To affiliate with any institutions local and foreign, with similar aims and objectives</p>	<ul style="list-style-type: none"> <li>- SLAPCEO was recognized nationally for organizing the 3<sup>rd</sup> Sancharaka Udawa. The next is scheduled for June 2014, and will be organized by SLAPCEO jointly with SLAITO.</li> <li>- Discussion with Ceylon Chamber of Commerce to obtain their membership</li> </ul>
<p>i. To sponsor scholarship, studentship and fellowship programs on its own or in collaboration with other local and/or foreign institutions or trusts</p>	<ul style="list-style-type: none"> <li>- SLAPCEO members supported SLCB regional seminars by participating as resource persons.</li> <li>- Members' contribution to tourism related organization for criteria development</li> </ul>
<p>j. To develop, offer and conduct professional and other training courses and sessions for its members, non-members and stakeholders</p>	<ul style="list-style-type: none"> <li>- Initial discussions were held with THASL to launch a MICE related training for hotels.</li> </ul>
<p>k. To involve in any capacity in infrastructure development for the furtherance of the MICE industry</p>	<ul style="list-style-type: none"> <li>- SLPCEO members were involved in finding a suitable investor for the C-City Convention project in Peliyagoda.</li> </ul>
<p>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.</p>	

## Organization Structure

### Board of Directors (Office Bearers) – as at 27 January 2014

1. Mr. Ziyam Ameen (Aitken Spence Travels (Pvt) Ltd) – President
2. Ms. Paddy Paul (Golden Isle Travel (Pvt) Ltd) - Secretary
3. Ms. Shanti Outscoorn (PICO Sri Lanka/ Intertrade Lanka Management (Pvt) Ltd) – Treasurer
4. Mr. Nalin Ariyaratne (Jetwing Events (Private) Limited.) – Committee Member
5. Mr. Dilakshan Perera (Walkers Tours Limited) - Committee Member
6. Ms. Andrea Hakel for Mr. Harith Perera (Diethelm Travels Lanka Pvt Ltd) - Committee Member
7. Ms. Felicia Adhietty (B Connected (Pvt) Ltd ) – Committee Member

### Changes in 2013

9 January 2014 –

Mr MOHAMED GHOZUIL AMEEN MOHAMED ZIYAN was appointed President of SLAPCEO to fill the vacancy created by disqualification of Mr MOHAMED MOSSADIQUE IMRAN from being a Director & President of SLAPCEO

Ms SHANTI FELECIA OUTSCHOORN was appointed Treasurer of SLAPCEO to fill the vacancy created by appointment of Mr MOHAMED GHOZUIL AMEEN MOHAMED ZIYAN as President

### Sub-committees – as at 27 January 2014

The Office bearers appoint various sub- committees from time to time, to carry out specific assignments. On 22 January 2014, sub-committees were restructured, and the following Chairpersons were appointed. They were instructed to source subcommittee members from amongst the entire membership and plan their activities for year 2014:

1. Networking with stakeholders and IT - Mr. Ziyam Ameen
2. Education & overseas promotions - Ms. Paddy Paul
3. Membership drive - Ms. Shanti Outscoorn
4. Social activities - Mr. Nalin Ariyaratne
5. Membership Ombudsman - Mr. Dilakshan Perera
6. Events & logistics - Ms. Andrea Hakel
7. PR & Communications - Ms. Felicia Adhietty

### Changes in 2013

The following sub-committees were active during the year 2013 (prior to being replaced by the above):

- i. Education & International Networks Committee (Chair: Ms Paddy Paul, Members: Ms Shanti Outschoorn, Mr Ziyam 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.Ziyam Ameen, Members : Mr Dilakshan Perera, Mr MM Imran)
- iv. Trade Fairs & MICE promotions Committee (Chair: Ms Paddy Paul, Members:, Mr. Nalin Ariyarathna, Mr Dilakshan Perera)
- v. Suppliers and support services Committee (Chair: Mr MM Imran, Members: Ms. Andrea Hakel, Mr Aasim Mukthar)

## Membership

Membership criteria & categorization to be changed as follows by adopting a Special Resolution #M2014/001 at the 2<sup>nd</sup> AGM to be held on 26<sup>th</sup> February 2014.

### Summary of changes

- New membership criteria provide more clarity for members as well as to set standards for the industry.
- Regardless of the number of sub categories under which a Full member has been registered, the Member entity shall have only one vote
- Fees for each new sub category defined
- Grace period to obtain a SLAPCEO qualification or other requirements, consequences upon failure to fulfill the stipulated criteria
- Requirement of a letter appointing representatives to SLAPCEO, in accordance with Section 138 (1) (a) of the Companies Act

### New criteria & categorization

- a) There are two (02) categories of members, namely Full Members and Associate Members, and may consist of the following subcategories
- b) There are two (02) categories of members, namely Full Members and Associate Members, and may consist of the following subcategories and admission criteria. An entity may apply for membership under any one or more of these sub categories.

#### I. FULL MEMBERS –entitled to vote

i. **Professional Conference Organizers (PCO)** which has obtained a SLAPCEO recognized qualification & has organized a minimum of three (03) conferences covering all of the following aspects as confirmed in writing by the client:

- A. Secretarial services
- B. conference design,
- C. program development,

- D. registration, E. site and venue selection and booking, F. audio visuals,
- G. IT support, H. logistics, I. leisure management, J. marketing,
- K. printing and web services, L. sourcing speakers, M. funding,
- N. sponsorship/ funding, O. financial management and budget control

ii. **Professional Exhibition Organizers (PEO)** which has obtained a SLAPCEO recognized qualification & has organized a minimum of three (03) exhibitions covering all of the following aspects of exhibitions, as confirmed in writing by the client:

- A. marketing of stalls, B. procuring sponsorship, C. handling venue,
- D. promotion/ publicity E. logistics F. setting up stalls
- G. exhibitor directory/ catalogue H. exhibitor manual
- I. buyer/ visitor registrations J. Exhibition secretariat
- K. printing and web services, L. financial management and budget control
- M. leisure management N. IT support

iii. **Destination Management Company (DMC)** which

- A. Is a licensed tour operators in Sri Lanka,
- B. Has a focus on incentives & inbound travel services
- C. Has organized a minimum of three (03) international events from three (03) different countries for a minimum of eighty (50) pax each for a minimum duration of five (05) days as confirmed in writing by the client.

iv. **Event Management Company (EMC)** which applies project management to the creation and development of all types of events besides conferences, exhibitions & incentives, and which has organized a minimum of five (05) events for a minimum of two hundred (200) pax as confirmed in writing by the client.

II. ASSOCIATE MEMBERS –not entitled to vote

- i. Hotels
- ii. Equipment suppliers
- iii. Venue providers
- iv. Airlines
- v. Advertising & marketing agencies
- vi. Other service providers as considered admissible by Office Bearers

c) Recognized bodies considered to support, protect and champion the objectives of SLAPCEO may be appointed as Patrons. Patrons may be invited to meetings, events and Sub Committees, but shall not hold any status of membership or voting rights.

NOTE:

a) If an entity does not already satisfy the stipulated membership criteria under each subcategory mentioned in Paragraph 6 b), it may pledge to fulfill the criteria within a time span of 2 years from being granted membership. Membership may then be granted at the Board's discretion, in accordance with paragraph 11 d) of the Constitution

b) If a Member entity admitted as a Full Member ceases to hold a SLAPCEO recognized qualification, notice of such must be submitted to the Board within 4 weeks of its occurrence. The



Board shall provide a grace period of two (02) years from the date of such notice re-obtain a SLAPCEO recognized qualification.

c) Failure to fulfill the stipulated criteria will automatically remove the entity from a position of membership at the expiration of two (02) years from the date of registration. The entity would then be required to re-apply a-new under a separate category.

## **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.

## Members of SLAPCEO – as at 27 January 2014

13 Full Members, 5 Associate Members & 1 Patron

	ID#	Member Organization	Representatives
<b>FULL MEMBERS (Entitled to vote)</b>			
1	CO-2006/01	<b>Lanka Exhibition and Conference Services Pvt Ltd</b> <b>PV11907</b> 4 <sup>th</sup> Floor , Automobile Association Building No.40, Sir Mohamed Macan Marker Mawatha, Colombo 3 Status: Full Member Qualifies for election as Secretary/President Member since: 2006	i. Mr Arjun Dharmadasa, Managing Director Lanka Exhibition and Conference Services Pvt Ltd ii. Mr Aasim Mukthar, General Manager Lanka Exhibition and Conference Services Pvt Ltd
2	CO-2006/02	<b>Intertrade Lanka Management (Pvt) Ltd</b> <b>PB249</b> Sri Lanka Exhibition & Convention Centre 12, D.R. Wijewardene Mawatha Colombo 10 Status: Full Member Qualifies for election as Secretary/President Member since: 2006	i. Ms Shanti Outschoorn, Executive Director Intertrade Lanka Management (Pvt) Ltd <b>Current Position: Treasurer Jan-Feb 2014</b> ii. Mr Emile Gunsekera General Manager Intertrade Lanka Management (Pvt) Ltd
3	CO-2006/03	<b>Aitken Spence Travels (Pvt) Ltd</b> <b>PV1262</b> Aitken Spence Tower 2 4 <sup>th</sup> Floor No 305 , Vauxhall Street Colombo 02 Status: Full Member Qualifies for election as Secretary/President Member since: 2006	i. Mr.Ziyan Ameen, Manager at Aitken Spence Travels (Pvt) Ltd <b>Current Position: SLAPCEO President Jan Feb 2014</b> ii. Mr Tikiri Ellepola, Assistant Vice President Aitken Spence Travels (Pvt) Ltd iii. Ms Nadeeka Leeniyagoda, Executive at Aitken Spence Travels (Pvt) Ltd

4	CO- 2006/o 4	<b>Diethelm Travels Lanka Pvt Ltd</b> <b>PV1926</b> Level 6, Hemas House 75 Braybrooke Place Colombo 2 Status: Full Member Qualifies for election as Secretary/ President Member since: 2006	i. Mr. Harith Perera, Managing Director - Diethelm Travel Sri Lanka <b>Current Position: SLAPCEO</b> <b>Committee Member 2013</b> ii. Ms. Andrea Hakel Assistant Manager – MICE -Diethelm Travel Sri Lanka
5	CO- 2006/o 5	<b>Walkers Tours Limited</b> <b>PV10798</b> John Keells Conventions 130, Glennie Street, Colombo 02, Sri Lanka  Status: Full Member Qualifies for election as Secretary/ President Member since: 2006	i. Mr Dilakshan Perera, Manager at Walkers Tours Limited <b>Current Position: SLAPCEO</b> <b>Committee Member 2013</b> ii. Mr Chanaka Ranaweera, Executive at Walkers Tours Limited
6	CO- 2006/o 6	<b>Jetwing Events (Private) Limited.</b> <b>PV64362</b> "Jetwing House", 46/26, Navam Mawatha, Colombo 02, Sri Lanka.  Status: Full Member Qualifies for election as Secretary/ President  Member since: 2006	i. Mr Nalin Ariyaratne, General Manager Jetwing Events (Private) Limited. <b>Current Position: SLAPCEO</b> <b>Committee Member 2013</b> ii. Ms Shiromal Cooray, Managing Director Jetwing Events (Private) Limited iii. Shirosh Seneviratne, Assistant Manager - Jetwing Events (Pvt) Ltd
7	CO- 2011/o8	<b>Golden Isle Travel (Pvt) Ltd</b> <b>PV73070</b> M-7, Mezzanine Floor, Galadari Hotel, Colombo 1 Status: Full Member Qualifies for election as Secretary/ President Member since: June 2011	i. Ms Paddy Paul, Managing Director Golden Isle Travel (Pvt) Ltd <b>Current Position: SLAPCEO</b> <b>Secretary 2013</b>
8	SP- 2010/o9	<b>Kairos</b> <b>W/A 60866</b> 22, Jayasinghe Road, Kirulapone, Colombo 6 Status: Full Member Not qualify for election as Secretary/ President	i. Janice Hakel Ranasinghe Proprietor ii. Adam Kenny Assistant Events Executive iii. Yuveni Dias Events Executive

		Member since: June 2011	
9	CO-2010/10	<p><b>B Connected (Pvt) Ltd</b> 100, Jawatte Road, Colombo 5 Status: Full Member Qualifies for election as Secretary/ President</p> <p>Member since: June 2011</p>	<p>i. Ms Felicia Adhietty - Managing Director <b>Current Position: SLAPCEO Committee Member 2013</b></p> <p>ii. Ms Natasha Adhietty - Director</p>
10	GA-2011/11	<p><b>SWRD Bandaranaike National Memorial Foundation</b> <b>Gazetted May 1973</b> BMICH Convention &amp; Exhibition Centre, Buddhaloka Mawatha, Colombo 7</p> <p>Status: Full Member 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>
11	CO-2011/13	<p><b>Asia Tours</b> <b>W/A 60178</b> 213/8, William Jayasuriya Mawatha, Kesbawa</p> <p>Status: Full Member 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. Sanjeewa Vasabha Bandara Bulathsinhala</p>
12	CO-2012/16	<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>

13	CO-2013/17	<b>NKAR Travels &amp; Tours (Pvt) Ltd</b> <b>PV7314</b> 45, Ananda Coomaraswamy Mawatha, Colombo 7 Status: Full Member Not qualify for election as Secretary/ President	i. Nilmin Nanayakkara Managing Director ii. Uditha Jayasinghe COO iii. Dhanushka Wijeyekoon Asst Manager
	ID#	<b>Member Organization</b>	<b>Representatives</b>
<b>ASSOCIATE MEMBERS (Not entitled to vote)</b>			
1	CO-2011/12	<b>Taj Lanka Hotels PLC</b> <b>PQ183</b> No 25, Galle Face centre Road, Colombo 3  Status: Associate Member Not qualify for election as Secretary/ President Member Since: November 2011	i. Mr. Rohit Khosala CEO of Taj Lanka Hotels PLC  ii. Mr. Kanishka Udawatta Assistant Sales Manager- MICE
2	CO-2011/14	<b>Dynamic AV Technologies (Pvt) Ltd</b> <b>PV64937</b> No. 413, RA De Mel Mawatha, Colombo 3  Status: Associate Member Not qualify for election as Secretary/ President  Members Since: November 2011	i. Mohandas Mark Gomis Abeysinghe Managing Director at Dynamic AV Technologies (Pvt) Ltd  ii. Hemantha Naomal Abeysekere Director- Operations at Dynamic AV Technologies (Pvt) Ltd  iii. Wannakuwatta Waduge Dhanushka Indeewara Fernando Director- Sales & Marketing at Dynamic AV Technologies (Pvt) Ltd
3	CO-2012/15	<b>Cinnamon Lakeside Colombo</b> 115, Sir C. A. Gardiner Mawatha Colombo 2 <b>PQ5</b>  Status: Associate Member Not qualify for election as Secretary/ President  Members Since: December 2011	i. Adrian Jansz Asst. Director of Sales at Cinnamon Lakeside Colombo

4	CO-2013/18	<b>Galadari Hotel</b> 64, Lotus Road, Colombo 1  Status: Associate Member Not qualify for election as Secretary/ President	i. Desmond Bartholameusz Sales Manager  ii. Trudy Corea Director Marketing & Sales
5	CO-2013/19	<b>MAS Fabric Park (Pvt) Ltd</b> <b>PV11211</b> MAS Institute of Management & 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> Status: Associate Member Not qualify for election as Secretary/ President	i. Michael Jayawardena Asst Mgr - Business Development  ii. Sharmila Kumari Customer Relations Executive
	ID#	<b>Member Organization</b>	<b>Representatives</b>
<b>PAST MEMBERS</b>			
*	CO-2006/07	<b>(Ceased to be a Member following appointment as Patron at 1<sup>st</sup> AGM held on 27 February 2013)</b> <b>Sri Lanka Convention Bureau</b> <b>Ministry of Tourism</b> 78, Galle Road, Colombo 03  <b>Status: Non- Member (Patron)</b> Not qualify for election as Secretary/ President Member since: 2006	i. Mr Vipula Wanigasekera, General Manager at Sri Lanka Convention Bureau ii. Ms. Achini Dandunnage iii. Ms. Kumudu Henedige

## Financial Statements for year ending 31 December 2013

### Draft Income & Expenses Statement

### Sri Lanka Association of Professional Conference Exhibition & Event Organizers

### Year 2013

Bank Balance as at 01st January 2013		1,221,306.32
<b><u>Income</u></b>		
<b>Membership Payments</b>		
MAS Fabric Park	10,000.00	
<b>Singapore MICE registration fee</b>		
Taj Samudra	2,000.00	
'361	2,000.00	
N-Kar	2,000.00	
Kairos	2,000.00	
Jetwings	2,000.00	
Aitken Spence	2,000.00	
Golden Isle	2,000.00	
<b>Sancharaka Udawa Profit</b>	504,057.17	
<b>Cheques in hand</b>	30,000.00	
<b>Payments due from members</b>	144,000.00	
<b>Total Income received during the period</b>		<b>702,057.17</b>
		<b>1,923,363.49</b>
<b><u>Expenses</u></b>		
Cost of purchasing a cupboard	13,975.00	
Domain renewal fee	3,360.00	
Cost of hiring Tables & Chairs for Indian FAM	11,424.00	
SLAPCEO logo design	30,000.00	
Printing of AGM invitations - AGM 2011	5,166.00	
Auditors Fee	23,990.40	
Beverages during AGM - 2011	10,805.12	
Backdrop & Branding Expenses - AGM 2013	22,940.00	
Beverages during AGM - 2011	22,822.00	
Sancharaka Udawa secretarial fee	57,120.00	
Web Hosting	900.00	
Reissue of cheques & Company Secretary's Fees & Claims	221,118.00	
Expenses related to Singapore MICE agents visit	11,058.00	
Beverages for Singapore MICE agents visit	16,500.00	(451,178.52)

**Provisions**

Income Tax - 2012			
' - 2013	30,000.00		
Auditors Fee - 2013	25,000.00		
Tax Consultanat's Fee - 2012	26,500.00		
Tax Consultanat's Fee - 2013	15,000.00		
Singapore MICE Agent's dinner at Galadari	47,400.00		
			<u>(200,799.00)</u>
<b>Estimated funds available as at 31st December 2013</b>			<b><u>1,271,385.97</u></b>

**Notes to Income & Expenses statement**

1. Above details are for the period 01st January 2013 to 31st December 2013

**2. Cheques in hand**

Aitken Spence	10,000.00	
LECS	10,000.00	
361'	10,000.00	30,000.00

**3. Due Payments**

Asia Tours	10,000.00	
BMICH	10,000.00	
Walkers Tours	12,000.00	
Golden Isle	10,000.00	
Jetwing	10,000.00	
B-Connected	10,000.00	
Diethelm	10,000.00	
SLECC	12,000.00	
Kairoos	10,000.00	
N-KAR	10,000.00	
Galadari	10,000.00	
Cinnamon Lakeside	5,000.00	
Taj Samudra	5,000.00	
Dynamic AV	5,000.00	
Galadari Hotel	15,000.00	144,000.00

Note: Audited accounts for period ending 31 December 2013 will be received from M/S B R De Silva & Co & circulated to members on 31 March 2014.



## Activity Calendar 2014

Month	Date	Activity	Responsible/ Participation
Jan		Board Meeting	Board of Directors
Feb		AGM	All Members
Mar		Board Meeting	Board of Directors
		Member's Outing	All Members
Apr		Board Meeting	Board of Directors
		IT&CM - China	Registered Members
May		IMEX Exhibition - Germany	Registered Members
		Board Meeting	Board of Directors
Jun		4 <sup>th</sup> Sancharaka Udawa	All members
		Member's Outing	All Members
		Board Meeting	Board of Directors
Jul		Board Meeting	Board of Directors
		<b>IAPCO Training - Heritage Kandalama</b>	<b>Industry</b>
Aug		Board Meeting	Board of Directors
Sep		Board Meeting	Board of Directors
		<b>CIBTM China</b>	Registered Members
		BMICH-SLPCEO Cricket Sixes	All Members
Oct		Board Meeting	Board of Directors
Nov		Board Meeting	Board of Directors
Dec		Board Meeting	Board of Directors
		SLAITO -SLAPCEO X-mas Party	All members

Sub Committee meetings held independently throughout the year (refer page 6)

## Contacts

### SLAPCEO

C/O Sri Lanka Convention Bureau,  
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### Mr Nalin Ariyaratne

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### Marks & Patents Lanka (Pvt) Ltd

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Web: [www.marksandpatentslanka.com](http://www.marksandpatentslanka.com)

## Annexure 1 – Notice of AGM



**NOTICE IS HEREBY GIVEN THAT** the 2<sup>nd</sup> Annual General Meeting of the members of Sri Lanka Association of Professional Conference, Exhibition & Event Organisers (company limited by guarantee GA 2662) will be held on Wednesday 26 February 2014 at 5pm at Earls Court, Cinnamon Lakeside Colombo, 115, Sir Chittampalam A.Gardiner Mawatha, Colombo 2.

The Agenda for the meeting is as follows:-

1. Apologies for absence and announcements
2. Adopt minutes of the previous Annual General Meeting held on 27 February 2013
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. Special resolution amending the Articles of Association & Constitution - Resolution #M2014/001
6. Resolution appointing nominees to Office Bearing positions for a new term
7. Resolution to appoint Ms Janice Hakel Ranasinghe as new Director & Committee Member of SLAPCEO
8. Re-appointing M/S BR De Silva & Co as Auditors
9. Welcoming new members to SLAPCEO
10. Any other business

The AGM will be followed by a discussion on industry trends 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 Bandaranayake for Marks & Patents Lanka (Pvt) Ltd

Company Secretaries  
28 January 2014  
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.

Please note that only Full Members are entitled to vote.

## 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 26<sup>th</sup> day of February 2014 and at any adjournment thereof.

Signature: .....

Date: .....

### Annexure 3 - 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

NAME: .....

DESIGNATION: .....

COMPANY: .....

COMPANY ADDRESS: .....

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QUERIES/ COMMENTS:

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DATE: .....