



APPLICATION FORM

I / We,

Name : _____

Address : _____

Telephone No. : _____ Fax No.: _____

E-mail address : _____

Web site : _____

Business:-

State nature of MICE Tourism activities:

State nature of other Travel/Tourism activities:

Wish to apply for election as a Member of the Sri Lanka Association of Professional Conference, Exhibition & Event Organizers and I/We hereby agree to be bound by the rules of the Association from time to time in force and by the decision of the Committee.

Signature of Applicant

Designation & Company Seal

Date

SLAPCEO MEMBER CRITERIA

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:

1. Secretarial services
2. Conference design
3. Program development,
4. Registration
5. Site and venue selection and booking
6. Audiovisuals
7. IT support
8. Logistics
9. Leisure management
10. Marketing
11. printing and web services
12. Sourcing speakers
13. Funding,
14. Sponsorship/ funding
15. Financial management and budget control

Membership Fee:

Annual 10,000 LKR + Initial Registration 10,000 LKR = Total fee upon application 20,000 LKR

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:

1. Marketing of stalls
2. Procuring sponsorship
3. Handling venue,
4. Promotion/publicity
5. Logistics
6. Setting up stalls
7. Exhibitor directory/catalog
8. Exhibitor manual
9. Buyer/visitor registrations
10. Exhibition secretariat
11. Printing and web services
12. Financial management and budget control
13. Leisure management
14. IT support

Membership Fee:

Annual 10,000 LKR + Initial Registration 10,000 LKR = Total fee upon application 20,000 LKR

Destination Management Company (DMC) which

1. Is a licensed tour operators in Sri Lanka,
2. Has a focus on incentives & inbound travel services,
3. Has organized a minimum of three (03) international events or groups for a minimum of fifty (50) pax each for a minimum duration of five (05) days as confirmed in writing by the client.

Membership Fee:

Annual 10,000 LKR + Initial Registration 10,000 LKR = Total fee upon application 20,000 LKR

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.

Membership Fee:

Annual 10,000 LKR + Initial Registration 10,000 LKR = Total fee upon application 20,000 LKR

Associate Eligible for:

1. Hotels
2. Equipment suppliers
3. Venue providers
4. Airlines
5. Advertising & marketing agencies
6. Other service provider

Membership Fee:

Annual 5,000 LKR + Initial Registration 5,000 LKR = Total fee upon application 10,000 LKR

*If your organization does not satisfy certain membership criteria detailed above, please contact us to be considered for membership upon pledge of satisfying the criteria within a grace period of 02 years.

ATTACHMENTS

Please attach the following along with your application form:

- (1) Application Form
- (2) Completed questionnaire
- (3) Certificate from Proposer & Seconder (*both should be members of SLAPCEO*)
- (4) Copy of the Certificate of Company Registration
- (5) Copy of Corporate Profile
- (6) Client referral letters to prove eligibility under membership category(s)
- (7) Letter appointing representatives from your organization to vote/attend SLAPCEO meetings



QUESTIONNAIRE

1. Name of Entity : _____

2. Type of organization (*please v tick as appropriate*):

Company : Partnership :

Association/Chamber : Institution :

Government & Government Agencies : NGO/INGO :

Other : Please specify: _____

3. Address : _____

: _____

4. Date of establishment of organisation (dd/mm/yyyy) : _____

5. Registration Number : _____

6. Date of commencement of entity : _____

7. Indicate name of person holding the IAPCO qualification in your organization : (If Any)

8. Nature of business (*please v tick as appropriate*):

Meeting/Seminar Organiser : Exhibition Organiser :

Conference Organiser :

Event Organiser : Please specify type of event/s: _____



Sri Lanka Association of Professional Conference, Exhibition & Event Organisers

C/O.: Sri Lanka Convention Bureau

4th Floor, Hotel School Building

No.: 78 Galle Road,

Colombo 3, Sri Lanka

Tel.: +94 11 2394535

Fax: +94 11 2390563

Supplier to the Industry : Please specify : _____

Other : Please specify : _____

9. Give details of membership of other trade Associations :

10. Nominate a main contact person/designation and indicate his/her telephone no., fax no. and e-mail address to receive all information and correspondence from the Association :

Name of main contact person : _____

Designation of main contact person : _____

Telephone Number : _____ Fax Number : _____

E-mail address : _____



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CERTIFICATE

The Secretary
Sri Lanka Association of Professional Conference & Exhibition Organisers,
C/O.: Sri Lanka Convention Bureau
4th Floor, Hotel School Building
No.: 78 Galle Road, Colombo 3

With reference to the above application dated *(dd/mm/yyyy)* _____ made by _____ for the election as a member of Sri Lanka Association of Professional Conference & Exhibition Organisers, we hereby certify that the said _____ is, in our opinion, suitable for membership.

(1) Name and address of Proposer (should be a Committee Member of SLAPCEO):

Signature of Proposer : _____ Date *(dd/mm/yyyy)*: _____

(2) Name and address of Seconder (should be a Committee Member of SLAPCEO):

Signature of Seconder: _____ Date *(dd/mm/yyyy)*: _____



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REPRESENTATIVE APPOINTMENT LETTER

Date: (D/M/YYYY)

From: (Type name & address of your organization)

To: Sri Lanka Association of Professional Conference, Exhibition & Event Organisers (SLAPCEO),
AND TO THE BOARD THEREOF
C/o SLCB, 4th Floor, Hotel School Building,
No. 78, Galle Road, Colombo 03.

Dear Sirs,

CONFIRMATION OF REPRESENTATIVES TO SLAPCEO, SUBSCRIPTION TO ARTICLES OF ASSOCIATION & CONSTITUTION

In accordance with Section 138 (1) (a) of the Companies Act No. 7 of 2007, as Director(s)/ authorized officer(s) of (Type name of organization), we hereby confirm that the following persons are appointed by us as Representatives from our organization to SLAPCEO.

	Name	Designation	Mobile	Email
Main Representative				
2nd Representative				
3rd Representative				

We have authorized the “Main Representative” to attend meetings, vote & represent the interests of our organization in all of SLAPCEO’s activities. If the Main Representative is unable to attend, he/she may send the Second Representative with proxy.

We understand that Representatives may at any time be appointed, removed or replaced by our organization, and shall do so by delivering a signed written notice of such appointment, removal or replacement to the registered office of SLAPCEO.

We further hereby subscribe to the Articles of Association of SLAPCEO.

Yours sincerely,

Authorized Signatory 1: (Usually signed by 2 Directors or 1 Director & Company Secretary)

Name & Designation: (Type name & designation of signatory)

Authorized Signatory 2: (Usually signed by 2 Directors or 1 Director & Company Secretary)

Name & Designation: (Type name & designation of signatory)

MEMBERSHIP FEE

If membership fees are submitted along with this application, please indicate below

(please v tick as appropriate)

Full Member - PCO

(Annual fees 10,000 + Initial Registration fee 10,000 = Total fee upon Application LKR 20,000/-)

Full Member - PEO

(Annual fees 10,000 + Initial Registration fee 10,000 = Total fee upon Application LKR 20,000/-)

Full Member - DMC

(Annual fees 10,000 + Initial Registration fee 10,000 = Total fee upon Application LKR 20,000/-)

Full Member - EMC

(Annual fees 10,000 + Initial Registration fee 10,000 = Total fee upon Application LKR 20,000/-)

Full Member - Two Sub Categories

(Annual fees 20,000 + Initial Registration fee 10,000 = Total fee upon Application LKR 30,000/-)

Full Member - Three Sub Categories

(Annual fees 30,000 + Initial Registration fee 10,000 = Total fee upon Application LKR 40,000/-)

Full Member - All Four

(Annual fees 40,000 + Initial Registration fee 10,000 = Total fee upon Application LKR 50,000/-)

Associate Member

(Annual fees 5,000 + Initial Registration fee 5,000 = Total fee upon Application LKR 10,000/-)

Please indicate payment mode

Cheque

Payable to SRI LANKA ASSOCIATION OF PROFESSIONAL CONFERENCE, EXHIBITION & EVENT ORGANISERS

Cash

Please handover to Treasurer of SLAPCEO

Bank Transfer

Hatton National Bank

Kollupitiya Branch

A/C No: 115010135895 (Please attach copy of payment slip)