

表格 2 Form 2	論壇會議推介會 – 申請表格 Seminars & Presentations – APPLICATION FORM
截止日期: 2021年9月17日 Deadline: 17th September 2021	

請以中文或英文(正楷)填寫 Please fill in the form in Chinese or English

1. 公司/機構 Company/Organisation	中文 Chinese 英文 English	
2. 聯絡人 Contact Person	中文 Chinese 姓 名 英文 English Family name Given name	
職銜 Title	中文 Chinese	<input type="checkbox"/> 先生 Mr.
	英文 English	<input type="checkbox"/> 女士 Ms.
地址 Address		
郵政編碼 Postal Code		國家/地區 Country/District
電話 Tel ()		流動電話 Mobile () 傳真 Fax ()
電郵 E-mail		網頁 Webpage
3. 展位號碼(如有) Booth Number (if any)		
4. 演講題目 Topic	中文 Chinese	
	英文 English	
5. 主講者 Speaker	中文 Chinese 姓 名 英文 English Family name Given name	
	中文 Chinese	<input type="checkbox"/> 先生 Mr.
職銜 Title	英文 English	<input type="checkbox"/> 女士 Ms.
	中文 Chinese	
6. 演講語言 The presentation will be conducted in <input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 普通話 Mandarin <input type="checkbox"/> 葡語 Portuguese <input type="checkbox"/> 英語 English		
7. 演講內容簡介 Speech Content - 中英文字數各 100 - 300 字 In 100 - 300 words each for both Chinese and English - 請以附件遞交 Please submit in separate attachment		
8. 預計舉行日期及時間 Requested Date and Time 第一選擇 1 st Priority _____ 第二選擇 2 nd Priority _____ 需時 Duration _____		
9. 預計觀眾人數 Number of Audience expected _____ 人 pax		
10. 其他設施及服務 Other Facilities and Services <input type="checkbox"/> 會標 Banner <input type="checkbox"/> 宣傳推廣及公關服務 Marketing & PR Services <input type="checkbox"/> 翻譯人員 Interpreter <input type="checkbox"/> 即時傳譯系統 Simultaneous Interpretation <input type="checkbox"/> 座檯名牌 Table Stand <input type="checkbox"/> 茶點 Food & Beverage <input type="checkbox"/> 其他 Other _____		

收費表 Rate Chart				
地點 Location		會議區 Conference Area		
規模 (容納人數) Seating Capacity		<input type="checkbox"/> 300 人 pax	<input type="checkbox"/> 100-200 人 pax	<input type="checkbox"/> 50 人 pax
使用時間 (包括會場佈展及撤場時間) Duration (including venue decoration and dismantling)		3.5 小時 hours	2.5 小時 hours	1.5 小時 hours
設施 Equipment & Facilities		推介會場地、講台、音響、麥克風、投影/顯示設備、手提電腦接駁。 Venue, podium, audio-visual equipment, microphone, projection/presentation equipment, laptop computer connection.		
收費 Amount (每場 Per Seminar)	澳門元 MOP	\$3,200.00	\$2,400.00	\$1,600.00
	美元 USD	\$400.00	\$300.00	\$200.00

備註 Remarks :

- 主辦單位保留對所有論壇會議推介會內容及宣傳品進行評審的權利；主講者所發表的言論及內容並不代表大會的立場及意見，大會並不負任何法律責任，並保留使用、發放及宣傳的權利。
The Organiser reserves the right to judge the suitability of the content and products promoted at the seminars and presentations. Under no circumstances will the Organiser accept any legal responsibility for the content neither of the presentations nor of any views held and expressed by any of the speakers. The Organiser also reserves the rights to broadcast and promote the seminars and presentations.
- 申請者請提供主講者簡介資料、發言內容及相關資料予大會備案之用。
Please attach the speaker's introduction, speech content and related materials for record.
- 根據第 8/2005 號法律《個人資料保護法》相關規定。
-主講者所提供的機構及個人資料，只會用做處理與本次活動直接相關的用途；
-主講者明白第 26 屆 MIF 主辦機構將會在會議上拍攝活動現場觀眾照片及錄製視頻，並同意相關照片和視頻可用於官方宣傳媒體作活動推廣。
- In accordance with the provisions of Law no. 8/2005 "Personal Data Protection Law" of the Macao Special Administrative Region, the personal data and related information collected from the speaker is only used for event-related purposes;
-The speaker acknowledges that the Organiser of the 26MIF will take photos and videos of the audience at the event, and agrees that photos and videos can be used in the official media platforms for promotional purposes.
- 由於涉及場地及時間的限制，如未能按所提出的舉行日期作出妥善安排，敬希見諒。
Due to the limitations of venue capacities and times restrictions, we may not be able to make the arrangement upon your request. We apologize for any inconvenience caused.
- 每場論壇會議推介會不能超過指定之使用時間（詳情見收費表上的“使用時間”）。有關使用時間已包括佈置及清理會場所需之時間。
Duration for each seminar and presentation will be finished within the indicated time of each venue (please see the "duration" on the rate chart). Please be reminded that the duration for each seminar and presentation includes the time for venue decoration and dismantling.
- 此為收費服務，並由承辦單位協助提供。
Services provided by the Coordinators are on seminars & presentations holder's expenses.
- 大會可提供宣傳推廣及公關服務公司之資料。
The Organiser may provide the contact information of marketing promotion and public relations companies upon your request.
- 大會將根據論壇會議推介會規模及時間向租用場地之商業機構收費。
The rental of venue is charged to the business institution according to scale and duration of seminar and presentation.
- 會議區只用作舉行經貿、投資環境、專業服務等推介會。
Conference Area will be used only for seminars on trade and economy, investment environment and professional services.
- 如申請人在付款後因任何理由不舉行推介會，大會將不退回已收取之費用。
The application fee will not be refunded if the applicants cancel the seminars or presentations in any reasons after payment.
- 各申請者可提出舉行論壇會議推介會之日期及時間段。在特別情況下，大會將保留最終決定權利。
The applicants can request for the date and time of the seminars and presentations according to their preference. In special circumstance, the Organiser will reserve the right for the final decision.
- 大會免費提供的設備，包括：講台連演講咪 1 支、音響、麥克風 2 支、投影/顯示設備、投影幕 1 個、手提電腦接駁（不包括手提電腦）。
Equipment and facilities including podium with microphone (1 pc), audio-visual equipment, microphone (2 pcs), projector/presentation equipment, laptop computer connection are provided free of charge by the Organiser (not including laptop computer). Please make your reservation in advance.



第二十六屆澳門國際貿易投資展覽會

26th FEIRA INTERNACIONAL DE MACAU
26th MACAO INTERNATIONAL TRADE & INVESTMENT FAIR

本人明白上述論壇會議推介會之安排及出席人數不能得到保證。

I understand that there is no guarantee for the above arrangement and the number of audience.

公司印鑑及負責人簽署 Authorized Signature & Company Stamp

日期 Date

截止日期：2021 年 9 月 17 日 Deadline: 17th September, 2021

主辦單位 Organiser

澳門貿易投資促進局 Macao Trade and Investment Promotion Institute

聯絡資料 Contact Information

MIF 承辦單位：澳門博覽集團有限公司

MIF Co-ordinator: Macau Expo Group Limited

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此欄由大會填寫

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參考編號

Reference No. _____