

# Let's Meet Now

Meet in   
Malaysia

Support for Domestic  
Corporate Meetings



  
**Malaysia**  
Convention  
& Exhibition  
Bureau

*Malaysia*  
Truly Asia

# Let's Meet Now

## Support for Domestic Corporate Meetings

### PACKAGE

30 - 500  
Participants

50% sponsorship for one (1)  
full-day meeting package at a  
campaign partner's  
hotel/venue.

#### Criteria:

1. The support package is exclusive for Malaysia-based registered corporate companies.
2. Application must be received by Malaysia Convention & Exhibition Bureau (MyCEB) at least thirty (30) days before the event.
3. Minimum of one (1) full-day meeting at a participating campaign partner's hotel/venue.
4. Minimum group size of 30 participants.
5. Not valid for domestic corporate meeting groups which are attending conferences or exhibitions organised during the same period.
6. The support level consideration is according to the actual number of confirmed participants and availability.

#### Terms and conditions:

1. Applicable for bookings at a participating campaign partner's hotel/venue.
2. Campaign validity period: 1st June – 31st December 2022 and subject to availability.
3. This offer is not valid with any other MyCEB campaign or support.
4. Provision of a "Request for Support Letter" from the corporate company, i.e. end user.
5. All participating campaign partners need to comply with the post COVID-19 safety measures advised by the Ministry of Health Malaysia.
6. Partial sponsorship for full-day meeting package is based on standard rate, inclusive of:
  - Usage of meeting space
  - Two (2) x coffee breaks with three (3) snack items
  - One (1) x lunch
  - Basic meeting amenities and basic audio/visual equipment
7. **Financial support is claimable on reimbursement basis upon event completion including submission of supporting documentation in accordance with reimbursement guidelines.**

#### Let's connect:

**Corporate & Incentive Unit**  
**Malaysia Convention & Exhibition Bureau (MyCEB)**  
Level 9, Menara Z10, Jalan Alamanda 2, Presint 1  
62000 Putrajaya, Malaysia

**Tel** : +603 8893 4500  
**Email** : [mycebci@myceb.com.my](mailto:mycebci@myceb.com.my)  
**Web** : [www.myceb.com.my](http://www.myceb.com.my)



[myceb.com.my/meetinmalaysia](http://myceb.com.my/meetinmalaysia)

## REQUEST FOR SUPPORT

Let's Meet Now

Domestic Corporate Meetings

### GROUP DETAILS

|   |             |  |                        |
|---|-------------|--|------------------------|
| Group Name :  |             |  |                        |
| Date of Event (DD/MM/YYYY to DD/MM/YYYY) :  |             |  |                        |
| Event Venue :   |             |  |                        |
| Name of Company :   |             |  |                        |
| Company License or Business Registration Number:  |             |  |                        |
| Address :   |             |  |                        |
|   |             |  |                        |
| State/Province :  |             |  |                        |
| Country :   |             | Postcode/Zipcode :                           |                        |
| Telephone :   |             | Fax :  |                        |
| Website :   |             |  |                        |
| Full Name (salutation, first name, surname) :   |             |  |                        |
| Designation :   |             |  |                        |
| Telephone :   |             | Fax :  | Mobile :               |
| Email :   |             |  |                        |
| Group Type :  |             |  |                        |
| <input type="radio"/> Automotive  |             | <input type="radio"/> Insurance              |                        |
| <input type="radio"/> Banking and Finance   |             | <input type="radio"/> Medical/Pharmaceutical |                        |
| <input type="radio"/> Direct Selling  |             | <input type="radio"/> Technology             |                        |
| <input type="radio"/> Electronics   |             |  |                        |
| <input type="radio"/> Others (please specify) :   |             |  |                        |
| Is this a company sponsored programme? <input type="radio"/> Yes <input type="radio"/> No   |             |  |                        |
| Number of Participants  | Local :     | International :                              |                        |
| Name of Hotel :   |             |  |                        |
| Total Room Nights :   |             |  |                        |
| Budget per Participant :  |             |  |                        |
| Amount :  |             | Currency :                                   |                        |
| Programme Duration :          days  |             |  |                        |
| Programme Outline (briefly outline your confirmed or proposed programme including arrival and departure details)                        |             |  |                        |
| Day   | Programme   | Destination                                  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
| Note : Alternatively, you may enclose a copy of your confirmed or proposed programme/itinerary including arrival and departure details. |             |  |                        |
| Are you using a ground operator/Destination Management Company (DMC) in Malaysia? <input type="radio"/> Yes <input type="radio"/> No    |             |  |                        |
| If yes, please provide the following details :  |             |  |                        |
| Company :   |             |  |                        |
| Full Name (salutation, first name, surname) :   |             |  |                        |
| Designation :   |             |  |                        |
| Telephone :   |             | Fax :  | Mobile :               |
| Email :   |             |  |                        |
| Event History (past and planned) :  |             |  |                        |
| Date/Year   | Destination | No. of Delegates                             | Primary Hotel(s)/Venue |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |
|   |             |  |                        |

## REQUEST FOR SUPPORT

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### SUPPORT PACKAGE

☐ 50% sponsorship for one (1) full-day meeting package at a campaign partner's hotel/venue.

### APPLICANT DETAILS

|   |   |  |
|---|---|--|
| Company :   |   |  |
| Company License or Business Registration Number : |   |  |
| Address :   |   |  |
| State/Province :                                  |   |  |
| Country :   | Postcode :  |  |
| Company Telephone :                               | Company Fax :   | Company Website :  |
| Company Type :                                    |   |  |
| <input type="radio"/> Corporation                 | <input type="radio"/> Travel Agency                         | <input type="radio"/> Destination Management Company (DMC) |
| <input type="radio"/> Incentive House             | <input type="radio"/> Travel Management/Fulfillment Company |  |
| <input type="radio"/> Others (please specify) :   |   |  |
| <b>CONTACT PERSON</b>                             |   |  |
| Full Name (salutation, first name, surname) :     |   |  |
| Designation :                                     |   |  |
| Telephone :                                       | Fax :   | Mobile :   |
| Email :   |   |  |

☐ I/We hereby confirm that I/We shall give the consent to Malaysia Convention & Exhibition Bureau (MyCEB) to use our personal data for the purpose of subvention and any related purpose subject to the terms and conditions and in the manner set under the Personal Data Protection Act 2010, Malaysia.

Date of Application (DD/MM/YYYY) :

SIGNATURE :

NAME :

COMPANY STAMP :

Please return completed form to:

**Corporate & Incentive Unit**  
**Malaysia Convention & Exhibition Bureau (MyCEB)**  
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62000 Putrajaya, Malaysia

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