



India Convention Promotion Bureau (ICPB)

Sponsored by Ministry of Tourism, Government of India)
Room No. 233A, Ashok Hotel, Niti Marg, Chanakyapuri, New Delhi – 110021 INDIA
Tel: 91-11-26873612, 26112264 & 26110101 Extn. 3186 Fax : 91-11-26874318

MEMBERSHIP APPLICATION FORM

ACTIVE CATEGORY (tick as appropriate):

Airlines (A), Travel Agencies (T), Tour Operators (O)
PCOs (C), Convention / Exhibition Centres (V), Meeting Hotels (H)

1. Name of Company / Organization :
2. Registered Office Address :
3. Telephone :
Fax :
E-mail :
Website :
4. Date of Establishment :
5. Form of Organization : Sole Proprietorship/Partnership/Pvt. Ltd. Company/Others (Specify)
(Tick as appropriate)
6. Nominated person who would represent your company / organization at ICPB :
Name :
Designation :
7. Are you approved by the Department of Tourism, Government of India ? : Yes/No
If not, Have you applied to the Department of Tourism, Government of India for approval ? : If yes (Please enclose the photocopy of the relevant correspondence.
8. Number of qualified / trained conference professionals.
9. Industry / Trade Association Membership :
10. Experience in handling convention / meetings during the last two years (Attach list):
11. Give any other relevant details that will facilitate evaluation of your application :

Mandatory Enclosures:

- (a) Annual Statement of Accounts & Balance Sheet giving details of total turnover and foreign Exchange earnings – for the last 2 years.
- (b) Letter of Approval by the Ministry of Tourism, Govt. of India (Only for Travel Agents, Tour Operators and Hotels).
- (c) Company's Profile
- (d) Company's Memorandum, Rules & Regulations

::2::

Place : Signatures of senior most authorized
Date : Office Stamp : Person representing the Organization
NOTE : Outstation applicant's should issue only Demand Draft in favour of India Convention
Promotion Bureau

Notes:-

Application for admission to ICPB is in no way a right nor guarantees admission to this specialty organization. Further, applicants must show involvement in a conference / meeting related events with the following minimum requirements:

Travel Agents / Tour Operators

- Accommodation Bookings
- Tour Programmes
- Transportation

Professional Congress Organizers

- Setting up and management of pre-conference secretariat
- Bid Assistance
- Budget Preparation
- Venue negotiation, selection and management

Convention and Exhibition Centres

- Plenary Hall (500 pax and above in metropolitan towns and 300 pax and above in other towns)
- 3 smaller Halls
- Business Centre with requisite facilities
- Adequate exhibition space, restaurants etc.

Meeting Hotels

Plenary Hall (300 pax and above in metropolitan towns and 200 pax and above in other towns)

Airlines

To provide details of the MICE promotions undertaken by them