

2010MIECF

Macao International Environmental
Co-operation Forum & Exhibition

2010年澳門國際環保合作發展論壇及展覽



THE
GREEN GATEWAY
綠色通道

ENVIRONMENT - BUSINESS - CONNECTION
環保商機匯澳門

2010年4月8日至10日 ● 澳門 ● 8-10 April 2010 ● Macao

www.macaomiecf.com

Thank you for your interest in 2010MIECF Open Tenders.

The Part I of Open Tenders have been closed and the submitted quotations are currently being reviewed for appointment.

We are pleased to announce the additional service categories of 2010MIECF Open Tenders to invite more service providers to participate in the following services:

- **In-bound Logistic Co-ordinator** (Deadline: 23 December 2009)
- **Public Relations Services – Part II** (Deadline: 30 December 2009)

Interested parties are welcome to submit their tenders. Please refer to the appended documents for more details and should you have queries, please contact 2010MIECF Event Manager.

2010MIECF Event Manager

Tel: (852) 2511 5199

Fax: (852) 2511 5099

Email: info@macaomiecf.com



CALL FOR QUOTATIONS : In-bound Logistic Co-ordinator

Dear Sir or Madam,

For two successive events, since the launched in 2008, 2008MIECF and 2009MIECF (Macao International Environmental Co-operation Forum & Exhibition) is growing from strength to strength and earned the acclaim of both local and international participants. We are glad to inform you that the 3rd edition of MIECF is scheduled for 8 – 10 April, 2010.

MMI Asia (Hong Kong) Limited is honoured to be re-appointed as The Event Manager to co-manage the event.

On behalf of 2010MIECF, we would like to invite your company to quote for the above mentioned service. The Event Outline is appended below for your reference ;-

EVENT OUTLINE

Event Name:	2010MIECF Macao International Environmental Co-operation Forum & Exhibition	
Exhibition Date:	8 – 10 April 2010	
Venue:	The Venetian Macao – Resort - Hotel	
Host:	Government of the Macao Special Administrative Region of the People's Republic of China	
2010MIECF Host Co-ordinators:	Government Bodies of Macao Special Administrative Region Macao Trade and Investment Promotion Institute (IPIM) Environmental Protection Bureau (DSPA)	
2010MIECF Event Manager:	MMI Asia (Hong Kong) Limited	
Program Outline:	<ul style="list-style-type: none">○ Green Forum○ Green Showcase○ Green Matching	<ul style="list-style-type: none">○ Cocktail Reception○ Green Gala○ Opening Ceremony
Exhibition Area: (est.)	12,000 sqm gross	
No. of Exhibitors: (est.)	300	

You are invited to quote for the provision of In-bound Logistic Arrangements and Co-ordination for the 2010MIECF Delegates, Visitors and Trade Visitors mainly in the following areas:

1. Personnel Support at 2010MIECF Office

- From 1st Feb 2009: min. 2 personals work and be stationed at the 2010MIECF office
- 2 weeks to 2010MIECF: min. 4 personals
- Handle and record all in-coming enquiries
- Support the Event Manager
- Provide a report/updates to the Event Manager and at all project meetings
- Provide confirmation of approved applicants of incentive packages
- Staff assigned must be able to handle database spreadsheets

2. Processing/Compilation of Database

- Invited VVIPs and VIPs
- Speakers and Moderators
- Registered Conference Delegate
- Registered Visitor
- Registered Trade Visitor
- Delegation Participants

3. Report on Registration Status

- Daily and Weekly reports

4. Co-ordination with Travel Agent

- Hotel reservation for participants listed in Point 2
- Airport pick-up and transfer for VVIPs, VIPs, Speakers and Moderators

5. Co-ordination with Registration Service Provider

- Constantly providing the registration company with the new participants name list
- Printing and compilation/sorting of badges
- Distribution of badges

6. Co-ordination with PR company

- Co-ordination of VVIPs and VIPs invitation list for various events and functions
- To convey special needs to related service providers (e.g. Special diet requirements for certain participants)

Upon appointment, service provider must provide personal to operate as in-bound logistic co-ordinator.

Please send in your quotations and company profile in a sealed envelope, attention it to 2010MIECF and send it to the below address by **23 December 2009** :-

MMI Asia (Hong Kong) Limited
Room 2811, 28/F, Shui On Centre, 6-8 Harbour Road
Wanchai, Hong Kong
Attn: 2010MIECF Event Manager

For any clarification, please contact Ms. Crystal Park (crystal@miasia.com.sg) at (852) 2511 5199.

Thank you.

Yours sincerely,



Denise Jones
Project Director



Geraldine Lau
Project Manager

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CALL FOR QUOTATIONS : PUBLIC RELATIONS SERVICES – Part II

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Exhibition Area: (est.)	12,000 sqm gross	
No. of Exhibitors: (est.)	300	

You are invited to quote for the following :-

Provision of marketing, public relations and promotional services and support the 2010MIECF mainly in the following areas

1. PR & Hospitality

(logistics arrangement of VVIPs, VIPs, Guest, Speakers and Delegation. Include disseminating invitation cards, TM to check RSVP, protocol arrangements, co-ordination of land transportation requirements and facilitations; receiving of guest upon arrival at Macao ports; assist in hotel room bookings and check-in; delivery of welcome kits to guest rooms)

Events Co-ordination for the events listed below:
(area of responsibilities outlined in attached Appendix 1)

- Opening Ceremony
- Networking Lunches
- Green Business Corporation Day

- Green Cocktail & Singing Ceremony
- Green Gala Dinner
- Conference Strands and Accompanying Programme

Please send in your quotations in a sealed envelope, attention it to 2010MIECF and send it to the below address by **30 December 2009** :-

MMI Asia (Hong Kong) Limited
Room 2811, 28/F, Shui On Centre, 6-8 Harbour Road
Wanchai, Hong Kong
Attn: 2010MIECF Event Manager

For any clarification, please contact Ms. Crystal Park (crystal@miasia.com.sg) at (852) 2511 5199.

Thank you.

Yours sincerely,



Denise Jones
Project Director



Geraldine Lau
Project Manager

Appendix 1 - Event Co-ordination

Area of responsibilities outlined for:

1. Opening Ceremony, Green Gala Dinner and Conference Strands and Accompanying Programme

a. **General Event planning**

- Programme proposal
- Venue backdrop layout and design
- Layout of venue seating arrangements
- VIP holding / discussion room arrangements
- Welcome Party list and co-ordination with arrangements
- Protocol Co-ordination
- Deployment of PR staff/ushers for Guest-of-Honour (GOH), VVIPs, VIPs, guest, delegates and Media
- On-site operation, co-ordination & Supervision
- Recruitment of Simultaneous Interpreter and Simultaneous Interpretation System

b. **Guest-of-Honour (for Opening Ceremony only)**

- Guest-of-Honour co-ordination and protocol arrangements with IPIM and GOH office
- Official dossier for GOH i.e. invitation card, route map, programme etc
- Guest-of-Honour arrival / greeting arrangements at venue– i.e. time, entrance and first point of entry,
- Necessary hotel co-ordination for GOH : car, red carpet , entrance, lifts and hotel security
- A detailed time schedule pertaining to the GOH arrangements
- Arrangements and details for welcome party to greet Guest-of-Honour
- Dissemination of information to welcome party
- Route map from holding point of entry to holding room
- Route map from holding room to the forum opening
- Requirements for procession
- Plans and arrangements for Tour of Exhibition

c. **Ballroom Arrangements**

- Stage layout plan – design and sketch
- Backdrop – design and detailed technical specifications
- Seating Arrangements :
- GOH and Officiating VVIPs
- Seating arrangements/table allocation for VIPs and Press
- for Opening ceremony: Define number of rows for VIPs and Press
- Seating arrangements/table allocation for delegates
- for Opening ceremony: classroom style
- Seating arrangements/table allocation for guest
- for Opening ceremony: theatre style

Other requirements such as stage mikes and podium

- MCs mikes
- Programme for guest
- Registration /layout (method to be defined i.e. sign in or drop card)
- Ushers (dress code to be defined by Host Co-ordinators)
- Water for all delegates/writing tools

d. **Local guests database compilation / mailing service**

- Database compilation and co-ordination
- Proposed schedule for mailing – RSVP
- Contact for information for RSVP
- Invitations and badges coordination
- Invitation kits coordination with secretariat and registration company
- Car park labels for VVIPs

e. **Local media invitation & follow-up**

- Details of arrangements for media

- Database invitation and RSVP
- Media kits
- Media registration
- Media support at OC
- Arrangement with local TV station
- Co-ordination of interviews with Guest-of-Honour and VIP's (for Opening Ceremony only)
- Platform stage for photographer & TV Crew (for Opening Ceremony only)

f. Program rundown

g. Logistic plan

h. MC script writing-up

i. Rehearsal

j. On-site supervision

k. Protocol consultancy

l. Master of Ceremony

- Co-ordination and liaison with MCs (provision for 2 to 3 MCs)
- Language: Mandarin, English and Portuguese
- Proposed MCs CV's and bio for approval
- Venue arrangements
- Script
- Protocol
- Mode of presentation – consecutive or read-out speeches to be defined by Host coordinators for Mac's

m. PR Girls Recruitment

- Deployment of the 20 PR staff
- Schedule and outline of areas of responsibilities
- Schedule and programme for Rehearsal
- Dress Code to be defined by Host Co-ordinator
- Briefing with PR girls

n. Photo Taking and Video Recording

- Details of the DVD length and script
- Details of full set of photo album – quantity etc.
- 1 photographer taking highlights of the following events:
 - Opening Ceremony & highlight of Forum
 - Green Gala Dinner
 - Inclusive of other events: Exhibition, Networking Lunches, Product Presentations, Business Matching Sessions, Technical Visits, etc

o. Corsage

- Design and style
- PR staff to pin corsage on GOH and VVIP

2. Networking Lunches

a. General Event planning

- Programme proposal
- Venue backdrop layout and design
- Layout of venue seating arrangements
- VIP holding / discussion room arrangements
- Welcome Party list and co-ordination with arrangements
- Protocol Co-ordination
- Deployment of PR staff/ushers
- On-site operation, co-ordination & Supervision
- MC script and recruitment of MC

b. Venue Arrangements

- Stage layout plan – design and sketch
- Backdrop – design and detailed technical specifications
- Seating Arrangements for VVIPs, VIPs, Press, Delegates and Guest.

Other requirements such as stage mikes and podium

- MCs mikes
- Programme for guest
- Registration /layout (method to be defined i.e. sign in or drop card)
- Ushers (dress code to be defined by OC)

c. Local guests database compilation / mailing service

- Database compilation and co-ordination
- Proposed schedule for mailing – RSVP
- Contact for information for RSVP
- Car park labels for VVIPs

3. Green Cocktail & Signing Ceremony

a. General Event planning

- Programme proposal
- Layout of venue
- On-site operation, co-ordination & Supervision
- MC script and recruitment of MC

b. Venue Arrangements

- Venue layout plan – design and sketch
- Stage for signing ceremony
- Backdrop – design and detailed technical specifications

Other requirements such as stage mikes and podium

- MCs mikes
- Registration /layout (method to be defined i.e. sign in or drop card)

c. Local guests database compilation / mailing service

- Database compilation and co-ordination
- Proposed schedule for mailing – RSVP
- Contact for information for RSVP
- Car park labels for VVIPs

4. Conference Strands and Accompanying Programme

a. General Event Planning

- Venue backdrop layout and design
- Layout of venue seating arrangements
- Speaker/Moderator arrangements
- Deployment of ushers and registration staff
- On-site operation, co-ordination & Supervision
- Recruitment of Simultaneous Interpreter and Simultaneous Interpretation System
- Set-up of speaker's powerpoint and managing the slides
- Coffee/Tea breaks arrangements
- Time keeping for Moderator
- Presentation hand-outs for distribution before each conference strand.

Other requirements such as stage mikes and podium

- Mikes
- Programme for delegates
- Registration /layout (method to be defined i.e. sign in or drop card)
- Ushers (dress code to be defined by Host Co-ordinators)
- Water for all delegates/writing tools