

## A. Background



Following the success of the past two Commendation Awards in 2015 and 2016, Macao Convention and Exhibition Association (MCEA) is going to launch again the “Macao Convention and Exhibition Commendation Awards 2017” this year. There will be five categories of awards to encourage more enterprises to participate so as to make Macao the quality service leader in exhibitions and conventions.

With the healthy development and market demand of local MICE Industry, it is aimed to develop the Commendation Awards into an annual grand event for the Industry and to provide a platform where industry professionals can share, communicate and collaborate in the hope of uniting industry force to build up the vision of Macao MICE industry. It is through making use of the “One Center One Platform” service platform, grasping the “One Belt One Road” opportunity, and coping with the “Guangdong-Hong Kong-Macao Greater Bay Area” city cluster development plan to align with Macao SAR’s policies on promoting Macao MICE industry by means of precise effective support and fostering of local brand exhibitions & conventions.

### Structure of Organization:

Organizer : Macao Convention and Exhibition Association (MCEA)

Supporting Organizations :

- Macao Foundation
- Macao Trade and Investment Promotion Institute
- Macao Government Tourism Office
- Macao Chamber of Commerce
- Macau Economic Association
- China Convention and Exhibition Society
- Asian Federation of Exhibition & Convention Associations (AFECA)

Co-organizers :

- Macau Fair & Trade Association
- The Association of Advertising Agents of Macau
- Macau Federal Commercial Association of Convention & Exhibition Industry

### Objectives :

- ◆ To acknowledge and recognize the strength and potentiality of local MICE events
- ◆ To encourage local MICE industry peers head towards the direction in terms of internationalization, specialization, and brand creation
- ◆ To deliver the concept in pursuit for service excellence, industry platform sharing, and to create a healthy competition environment
- ◆ To improve Macao MICE industry's regional competitiveness and international influence



## B. Award Categories

- ◆ Brand Exhibition Award (1-3)
- ◆ Brand Convention Award (1-3)
- ◆ Innovative Exhibition Award (1-3)
- ◆ Bid Convention Award (1-3)
- ◆ Original Convention and Exhibition Award (1-3)

### Eligibility :

- ◆ Open to all organizers of MICE events held in Macao
- ◆ Any exhibitions / conventions (including bid conferences) that were held between 1- October 2016 and 30-September 2017 (both dates inclusive)

**Commencement of submission of entry forms:** 10-August 2017 (Thursday)

**Submission Deadline:** 9-October 2017 (Monday)

## C. Contact

Secretariat : Agnes Low

Tel : (853) 2871 4079 Fax : (853) 2871 7453

Email: [secretariat@mcea.org.mo](mailto:secretariat@mcea.org.mo)

Address : Ave Dr. Rodrigo Rodrigues, Nam Kwong Building, 8/E, Macao

Website : [www.mcea.org.mo](http://www.mcea.org.mo)

## D. Participation & Submission Methods

- ◆ How to participate?
  - self-nomination by event organizer
  - recommended or invited by organization, enterprise or community
- ◆ How to submit entry forms?
  - Visit the website of MCEA at [www.mcea.org.mo](http://www.mcea.org.mo) and download the entry forms
  - Electronic submission : upload the entry form and all necessary documents by means of i-cloud, then email the downloading link to [secretariat@mcea.org.mo](mailto:secretariat@mcea.org.mo)
  - Hardcopy submission: deliver the completed entry form and all necessary documents / USB / diskettes to MCEA Secretariat Office

## E. Requirements for Judging



### ◆ Brand Exhibition Award

This award aims to recognize and reward outstanding performance in the exhibition aspects in relation to exhibition settings, coordination, service quality, effectiveness, etc. of all hardware facilities and software capabilities. Besides it should have also built up a good role model in brand creation and have a positive impact on the development of exhibition within local MICE industry.

#### Judging Criteria :

##### 1. How to build up the brand and its competitive advantages? (30%)

- How to build up the brand image?
- What are the advantages in brand building?

##### 2. Exhibition Set Up and Coordination (20%)

Please provide the following information with attachment of brief caption of photos:

- Event floor plan and booths layout
- Event main stage for Opening Ceremony, photos/videos of customized booths (if any) and standard booths
- Photos/videos taken from different angles of the exhibition hall (show as much as possible the traffic flow, entrance signage, registration/information counter, hall directional signage, banners, posters, etc.)
- Photos/samples of admission passes and brochures for VIPs/guests/general audiences
- Photos/Videos of on-site coordination and guidance of audiences
- Others (please specify)

##### 3. Business Generation (20%)

- Explain how the marketing strategies were used to attract exhibitors and buyers, i.e. introducing to the exhibitors, professional audiences/buyers the advantages and business opportunities of the event
- Explain how an effective interactive exchange platform was built up for all involved participants in terms of services provided (e.g. business matching, etc.) to achieve more cooperation opportunities

##### 4. Sustainable Practices (15%)

- Explain through what types of sustainable practices (e.g. crisis management, series of activities, etc.) to enhance the quality in organizing events

##### 5. Overall Impact (15%)

- Explain the meaning and importance of the Exhibition and its positive impact on Macao
- Has it achieved the expected impact on the society and economy?



## ◆ Brand Convention Award

This award aims to recognize and reward overall outstanding performance in the convention aspects in relation to convention planning & coordination, organization & reception, on-site coordination work, etc. and has played a good role model which has a positive impact on the development of convention within local MICE industry.

### Judging Criteria :

#### 1. How to build up the brand and its competitive advantages? (30%)

- How to build up the brand image?
- What are the advantages in brand building?

#### 2. Main Content (20%)

- Describe the program content/agenda and itinerary arrangement (including both the main convention/conference and breakout meetings)

#### 3. Convention Set Up and Coordination (20%)

Please provide the following information with attachment of brief caption of photos:

- Photos/videos/samples taken from different angles of the main conference hall and meeting rooms/lecture hall (show as much as possible the backdrops, interior settings and facilities, entrance signage, participants admission pass, registration/information counter, hall directional signage, banners, posters, program booklets/brochures, etc.)
- Photos/samples of speakers, attendants, audience flow, on-site coordination, etc.
- Others (please specify)

#### 4. Sustainable Practices (15%)

- Explain through what types of sustainable practices (e.g. crisis management, series of activities, etc.) to enhance the quality in organizing events

#### 5. Overall Impact (15%)

- Explain the meaning and importance of the theme of the convention and its positive impact on Macao
- Has it achieved the expected impact on the society and economy?



## ◆ Innovative Exhibition Award

This award aims to recognize and reward overall outstanding performance in exhibition planning, concept of organizing the event, marketing strategies, and has demonstrated the spirit of being innovative and share experience on organizing this innovative exhibition that has achieved a certain market effectiveness, bringing new elements into exhibition of the MICE industry.

### Judging Criteria :

#### 1. Innovation and Characteristics (30%)

- What are the innovative elements and advantages that were introduced to the event?
- Specify how the innovation can inspire Macao MICE industry and what positive impact it has created

#### 2. Exhibition Set Up and Coordination (20%)

Please provide the following information with attachment of brief caption of photos:

- Event floor plan and booths layout
- Event main stage for Opening Ceremony, photos/videos of customized booths (if any) and standard booths
- Photos/videos taken from different angles of the exhibition hall (show as much as possible the traffic flow, entrance signage, registration/information counter, hall directional signage, banners, posters ,etc.)
- Photos/samples of admission passes and brochures for VIPs/guests/general audiences
- Photos/Videos of on-site coordination and guidance of audiences
- Others (please specify)

#### 3. Business Generation (20%)

- Explain how the marketing strategies were used to attract exhibitors and buyers, i.e. introducing to the exhibitors, professional audiences/buyers the advantages and business opportunities of the event
- Explain how an effective interactive exchange platform was built up for all involved participants in terms of services provided (e.g. business matching, etc.) to achieve more cooperation opportunities

#### 4. Sustainable Practices (15%)

- Explain through what types of sustainable practices (e.g. crisis management, series of activities, etc.) to enhance the quality in organizing events

#### 5. Overall Impact (15%)

- Explain the importance of the Exhibition and its positive impact on Macao
- Has it achieved the expected impact on the society and economy?



## ◆ Bid Convention Award

This award aims to recognize and reward the successful bid convention which has already been held in Macao and has played a very good role model in conference bidding so that experience can be shared with MICE industry practitioners to encourage them to demonstrate their own advantages, enhance bidding power, and to compete for more quality international conferences to settle in Macao in order to drive Macao MICE industry forward.

Requirement for nomination: successful bid convention/conference that has been held in Macao between 1-October 2016 and 30-September 2017.

### Judging Criteria :

#### 1. Bidding Experience and Winning Factors (30%)

- Describe the successful experience in bidding the event
- What are the competitive advantages?

#### 2. Main Content (20%)

- Describe the program content/agenda and itinerary arrangement (including both the main convention/conference and breakout meetings)

#### 3. Convention Set Up and Coordination (20%)

Please provide the following information with attachment of brief caption of photos:

- Photos/videos/samples taken from different angles of the main conference hall and meeting rooms/lecture hall (show as much as possible the backdrops interior settings and facilities, entrance signage, participants admission pass, registration/information counter, hall directional signage, banners, posters, program booklets/brochures, etc.)
- Photos/samples of speakers, attendants, audience flow, on-site coordination, etc
- Others (please specify)

#### 4. Sustainable Practices (15%)

- Explain through what types of sustainable practices (e.g. crisis management, series of activities, etc.) to enhance the quality in organizing events

#### 5. Overall Impact (15%)

- Explain the meaning and importance of the theme of the convention and its positive impact on Macao
- Has it achieved the expected impact on the society and economy?



## ◆ Original Convention and Exhibition Award

This award aims to recognize and reward events for its originality based on the unique cultural foundations and economic diversity of Macao; the award recipient should be outstanding in the aspects of project coordination, team execution, MICE concept and effectiveness, etc. and has been actively contributing to the local industry and demonstrating good examples of conventions/exhibitions.

Remarks: The judging criteria for this award is different for convention and exhibition. Please select either Point 2 for convention or 3 for exhibition and submit according to information required. As for Points 1, 4, and 5, the judging criteria is the same.

### Judging Criteria:

#### 1. Originality and special characteristics (30%)

- What are the competitive advantages and factors of originality?
- How can these originality factors create positive impact on local MICE industry?

#### 2. Convention:

##### Convention Main Content (20%)

- Describe the program content/agenda and itinerary arrangement (including both the main convention/conference and breakout meetings)

##### Convention Set Up and Coordination (20%)

Please provide the following information with attachment of brief caption of photos:

- Photos/videos/samples taken from different angles of the main conference hall and meeting rooms/lecture hall (show as much as possible the backdrops interior settings and facilities, entrance signage, participants admission pass, registration/information counter, hall directional signage, banners, posters, program booklets/brochures, etc.)
- Photos/samples of speakers, attendants, audience flow, on-site coordination, etc.
- Others (please specify)

#### 3. Exhibition:

##### Exhibition Set Up and Coordination (20%)

Please provide the following information with attachment of brief caption of photos:

- Event floor plan and booths layout
- Event main stage for Opening Ceremony, photos/videos of customized booths (if any) and standard booths
- Photos/videos taken from different angles of the exhibition hall (show as much as possible the traffic flow, entrance signage, registration/information counter, hall directional signage, banners, posters, etc.)
- Photos/samples of admission passes and brochures for VIPs/guests/general audiences
- Photos/Videos of on-site coordination and guidance of audiences
- Others (please specify)



#### **Business Generation (20%)**

- Explain how the marketing strategies were used to attract exhibitors and buyers, i.e. introducing to the exhibitors, professional audiences/buyers the advantages and business opportunities of the event
- Explain how an effective interactive exchange platform was built up for all involved participants in terms of services provided (e.g. business matching, etc.) to achieve more cooperation opportunities

#### **4. Sustainable Practices (15%)**

- Explain through what types of sustainable practices (e.g. crisis management, series of activities, etc.) to enhance the quality in organizing events

#### **5. Overall Impact (15%)**

- Explain the meaning and importance of the Exhibition and its positive impact on Macao
- Has it achieved the expected impact on the society and economy?

### **F. Attentions:**

- ◆ Should a MICE event includes both exhibition and convention, please base on the primary and secondary level of the 2 events to select for the corresponding award for nomination. If exhibition is primary and convention is secondary, please nominate for the award in the Exhibition category. If convention is primary and exhibition is secondary, please nominate for the award in the Convention category.
- ◆ Candidates are required to submit all necessary supporting information on/before the submission deadline. The organizer will remind the candidates in due course. If it is overdue, the nomination will then be regarded as automatically given up.
- ◆ Whether the information provided is complete and convincing or not will have a direct impact on the judging scores. Therefore, please provide as much as possible detailed information and full justification for reference.
- ◆ The same event can enter for a maximum of 2 nominations at the same time.
- ◆ The same organizer can nominate for a number of MICE events. But for events that were jointly organized, only one of the organizers can represent to nominate.
- ◆ MCEA reserves the final right for discretion and decision on this event.