



## **MEMBERSHIP APPLICATION FORM**

### **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

E. [connect@icpb.in](mailto:connect@icpb.in) , W. [www.icpb.in](http://www.icpb.in)

Date: \_\_\_\_\_

To,

The Chairman,  
**Indian Convention Promotion Bureau (ICPB),**  
*(Sponsored by Ministry of Tourism, Government of India)*  
Room No. 233A, Ashok Hotel,  
Niti Marg, Chanakyapuri,  
New Delhi - 110021, INDIA

**Subject: New Membership**

Sir,

I/We hereby, apply for the following category of **Membership** of the Indian Convention Promotion Bureau (ICPB), New Delhi.

- **Active**
- **Allied**
- **Observer**

*(Tick the appropriate category)*

I/We agree to abide by the Memorandum of Association and rules and regulations of ICPB, New Delhi for the time being in force or any other rules or regulations or code of conduct prescribed both by the Governing Board / Bureau /Government from time to time.

I/We undertake to pay the annual subscription fee and hereby declare that the particulars given in the application are true and correct to the best of my/our knowledge and belief.

Yours faithfully,

(To be signed by the Authorized Representative)

**Company Stamp**

*(Note: The application to the Bureau does not guarantee your selection as member).*

## **Brief introduction about ICPB, Its membership categories and applicable fee**

As the MICE segment is flourishing in developed countries, the potential in India has also been discovered and companies started to explore the opportunities.

To promote India more effectively as a convention destination, India Convention Promotion Bureau (ICPB) was set up in the year 1988 jointly by the Ministry of Tourism, Government of India and the Industry and Trade.

In the recent past, the Bureau has undertaken a number of activities, which would give further exposure to the India's MICE Market. In order to further develop, ICPB is taking initiative and developing based on the feedback from its members and industry.

### **The ICPB membership is open**

Currently, one can apply for membership under any of the three categories as applicable with admission fee & annual subscription fee plus GST:-

**Active :** Corporate entities located in India which are directly concerned with MICE to include National Air carriers, Travel Agents / Tour Operators, Hoteliers, Convention / Exhibition Venues, Professional Congress / Exhibition Organizers etc.

**Allied :** Organizations directly or indirectly involved with Convention Industry other than those included under active category.

**Observer :** After completing existence of 2 years, the Observer members may be upgraded to Active/Allied after the submission of necessary document. The members shall have no voting rights. While they are Observer members they cannot use ICPB's logo for marketing purpose.

### **Applicable Admission fee and annual subscription charges**

Category	Membership Fee	Application Fee (One Time)	GST	First Time	Annual Subscription Charges
Active	35,000/-	10,000/-	18%	53,100/-	41,300/-
Allied	15,000/-	5,000/-	18%	23,600/-	17,700/-
Observer	15,000/-	NIL **	18%	17,700/-	17,700/-

**(\*)** GST - as per Govt. rule, currently @18%

**(\*\*)** In case of Observer, on upgradation of membership from Observer to Active, the admission fee of Rs. 10,000/- will also have to be paid.

**We welcome you to consider becoming member of India Convention Promotion Bureau (ICPB), to participate in the policy formulation and information sharing of the ever-growing MICE industry.**



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### A. ABOUT THE APPLICANT COMPANY

1. Applied for (Please tick the category)	<input type="checkbox"/> ACTIVE MEMBER <input type="checkbox"/> ALLIED MEMBER <input type="checkbox"/> OBSERVER	<div style="border: 1px solid black; padding: 5px; width: fit-content;">(pls tick segment in the attached annexure A)</div>
2. Name of the Organisation		
3. Registered Address		
4. Telephone/fax/e-mail / website		
5. Date of Establishment		
6. Branch Offices, if any		
7. Name and address of Office in Delhi, if any (Please specify whether Branch /Liaison / Representative office)		
8. Company	Public / Private / Partnership / Society / Proprietorship / Others ( pls. specify)	
9. Functions and objectives of the company. (Please attach company profile along with a copy of Memorandum & Articles of Association in case of Registered Company and Association / Partnership Deed (in case of Partnership)		
10. Name of members(s) of the Board of Directors /Partners/ Proprietors (List to be attached)		



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11. (i) Business performance for the past three years (certificate from a qualified Chartered Accountant to be attached)	
11 (ii) Provide details of Service Tax No. / PAN No. / GST etc. Attested copy for the document to be attached	
12. Please attach a sheet with the information of conferences / conventions / exhibitions and events organized / handled in past two year with no. of delegates/participant etc. (Please attached separate sheet)	
13. (i) Are you approved by the Ministry of Tourism (MoT), Government of India?	Yes / No
(ii) If no, have you applied to MoT for approval?	YES/ NO • If yes, pls. provide photocopy of the relevant correspondence.
14. Provide details of qualified / trained Conference Professionals in your organisation	
15. Provide the names of the Industry / Trade Association, your company is currently member of.	
16 Name and address of person & office who will represent your company at ICPB Name Designation Tel. No. Fax No. Mobile No. E-mail.	
17. Any other relevant information or details that will facilitate evaluation of your application. (pls. mention and attach separate sheet, if required)	



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### B. Supporting Documents required

1. As stated above in *the application form*.

2. Letter Of approval by the Ministry of Tourism, Govt. Of India (Only for Travel Agents, Tour operators & Hotels.)

3. Cheque / Demand Draft no. .... Dated.....for Rs..... favoring **India Convention Promotion Bureau** towards admission fee and / or Annual Subscription charges as per our membership plus applicable GST.

- I/We also undertake that we shall not use ICPB (India Convention Promotion Bureau) logo or name to defame it or its event/s.
- I/We confirm that our company is not black listed by any govt. or semi organization, association etc.
- I/We undertake that the information provided in this application form are correct and true to the best of our knowledge and belief. We are fully responsible for any mis-declaration, if any, provided to Bureau, at any stage.
- I/We agree to abide by the Memorandum of Association and Rules & Regulations of the INDIA CONVENTION PROMOTION BUREAU, (ICPB) & **pay the annual charges**.

Place & date: \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name of Authorized Signatory** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_



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### **PLEASE TICK YOUR CATEGORY FROM THE LIST:**

1)

#### **ACTIVE CATEGORY -**

- Airlines
- Travel Agencies
- Tour Operators
- Meeting Hotels
- Professional Congress / Conventions Organiser (PCOs)
- Convention / Exhibition Centres
- Professional Exhibition Organisers (PEOs)

#### **ALLIED CATEGORY -**

- State / Union Territory Tourism Development Corporation
- Airport Authorities
- Chambers of Commerce and Industry
- Air Cargo Agents
- Media (trade journals/newspapers/magazines)
- Surface Transport Companies
- Ancillary services providers
- Advertising Agencies
- Professional Associations from tourism and hospitality industry
- Connected with MICE
- Event Managers / Management Companies
- Passenger Cruise-Ships / Companies
- Tourism and Hospitality related Educational Institutions
- Other organizations as decided by the Governing Board of ICPB

#### **OBSERVER CATEGORY -**

- Travel Agencies
- Tour Operators



## India Convention Promotion Bureau (ICPB)

### Membership criteria for different segment of membership:

#### ACTIVE CATEGORY

<p><b><u>Travel Agents / Tour Operators:</u></b></p> <ul style="list-style-type: none"> <li>• Accommodation Bookings</li> <li>• Corporate / Incentive Programmes</li> <li>• Minimum 2 year experience of handling conference for 200-250 pax</li> <li>• Approved by the Ministry of Tourism, Government of India</li> <li>• Should have been in existence for minimum 2 years</li> </ul>	<p><b><u>Professional Congress/Convention Organisers (PCO):</u></b></p> <ul style="list-style-type: none"> <li>• Setting up and management of pre-conference secretariat</li> <li>• Bid Assistance</li> <li>• Budget Preparation</li> <li>• Venue negotiation, selection and management</li> <li>• Sponsorship arrangements</li> <li>• Member of ICCA (preferably)</li> <li>• Should have been in existence for minimum 2 years</li> </ul>
<p><b><u>Convention and Exhibition Centres:</u></b></p> <ul style="list-style-type: none"> <li>• Plenary Hall (1000 pax and above in metropolitan cities &amp; 300 pax and above in other cities)</li> <li>• 3 smaller halls / break away rooms</li> <li>• Business Centre with requisite facilities</li> <li>• Adequate exhibition space, restaurants, food courts etc.</li> <li>• Adequate parking area</li> <li>• Two years existence of organisation</li> </ul>	<p><b><u>Meeting Hotels:</u></b></p> <ul style="list-style-type: none"> <li>• Plenary Hall (300 pax and above in metropolitan cities and 200 pax and above in other cities)</li> <li>• Smaller meeting rooms</li> <li>• Approved by the Ministry of Tourism, Govt. of India.</li> <li>• Business Centre with requisite facilities</li> <li>• Restaurants for dining options</li> <li>• Parking area</li> <li>• Should have been in existence for minimum 2 years</li> </ul>
<p><b><u>Airlines:</u></b></p> <ul style="list-style-type: none"> <li>• Connecting to major MICE destinations in India</li> <li>• Promoting MICE activities / schemes</li> <li>• Should have been in existence for minimum 2 years</li> </ul>	<p><b><u>Professional Exhibition Organisers (PEO):</u></b></p> <ul style="list-style-type: none"> <li>• Setting up and management of exhibition secretariat.</li> <li>• Experience in venue negotiations, selection and management etc.</li> <li>• Should have been in existence for minimum 2 years</li> </ul>

#### **ALLIED MEMBERS:**

<p><b><u>State / Union Territory Tourism Development Corporation</u></b></p>	<p><b><u>Airport Authorities</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>
<p><b><u>Chambers of Commerce and Industry</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>	<p><b><u>Air Cargo Agents</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>



<p><b><u>Media (Trade Journals / Newspapers / Magazines)</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>	<p><b><u>Surface Transport Companies</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>
<p><b><u>Ancillary Services providers</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>	<p><b><u>Advertising Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>
<p><b><u>Professional Associations from Tourism and Hospitality Industry connected with MICE</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>	<p><b><u>Event Managers / Management Companies</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>
<p><b><u>Passenger Cruise-Ship / Companies</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>	<p><b><u>Tourism and Hospitality related Educational institutions</u></b></p> <ul style="list-style-type: none"> <li>• Should have been in existence for minimum 2 years</li> <li>• Professional trade experience related to the MICE Industry</li> </ul>



## **INDIA CONVENTION PROMOTION BUREAU**

### **Code of Conduct and Best Practices**

1. We as ICPB members will strive continuously to improve professional standards within the MICE industry in tune with the international norms and quality standards.
2. Act professionally in all circumstances, particularly in relation to clients, suppliers, MICE professionals, fellow members and the public.
3. Represent their capabilities and services to potential clients and confirmed clients in an honest and professional manner, negotiate and agree on terms with a client, on the basis of the resources, that can reasonably be expected to be supplied.
4. Inform client of the conditions of engagement and scale of charges and agree that these conditions shall be the basis of the appointment.
5. Clearly mention charges and fees, as applicable and not attempt to get the contract by false representation. This will be treated as un-ethical trade practice.
6. Conduct business with integrity, in a manner which is not derogatory to the profession, nor bring ICPB and the country into disrepute, compete fairly with other members of the industry.
7. Governing Board members should not use ICPB visiting card for commercial use.
8. Not to indulge in monopolistic and un-ethical trade practices.

**Confidentiality** – ICPB members will treat every client transaction confidentially and not disclose any information without permission of the client, unless required by law.

### **Relationship amongst members:**

- a) An ICPB member shall use the ICPB logo as an emblem of the highest standards of professional conduct and service.
- b) Observer member is not entitled to use ICPB logo.
- c) No member shall solicit a proposal or seek terms, conditions, format or ideas from another with the intent of taking unfair advantage of the solicitation or with deliberate intent of using that information to manage his/her own program without the services of that company.
- d) No member shall take confidential information or creative ideas of his/her competition and/or current or former employer(s) and present them to customers as his/her own exclusive creation.
- e) No member shall knowingly make false or misleading statements:
  - About competitors.
  - To secure otherwise confidential information

- About the member’s expertise or ability successfully and professionally to meet a potential client’s needs.
- About rates, costs, accommodations, transportation, capacities or any other factors regarding a proposed program.

**Employment:**

- a) ICPB member before recruiting an employee, issue the Letter of Intent and at the same time of the joining of the employee seek the “Clearance Certificate” when due.
- b) No member shall solicit/ demand/ take from a new employee any confidential information or creative ideas of his/her previous employer.
- c) Any misrepresentation of fact by employees should be reported by ICPB members to ICPB Secretariat. So that, all the other members are alerted and cautioned.

**Compliance and Conclusion**

We have read the Code of Conduct, have acceptance and recognition thereof, would follow Code of Conduct in its letter and spirit, and conduct business accordingly. Breach of any of the above articles, may result in a disciplinary action including expulsion from ICPB, as well as reporting to the concerned authorities.

Members shall co-operate in any investigation undertaken by ICPB into an alleged breach of the Code of Conduct and shall comply with the procedures of investigation and enforcement.

Name \_\_\_\_\_

Designation\_\_\_\_\_

Organization\_\_\_\_\_

Date\_\_\_\_\_

Place\_\_\_\_\_

Signature

\*\*\*\*\*