



ICPB Active Membership,

Membership Benefits, Eligibility for segments (Airlines, Hotel, Convention Venue, PCO, PEO, DMC)

& Code of Conduct and Best Practices

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: 91-11-21611168, 26110101 Extn. 3186

E. connect@icpb.in , W. www.icpb.in

Date: _____

To,

The Executive Director,
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

Subject: New Membership

Sir,

I/We hereby, apply for the **Membership** of the Indian Convention Promotion Bureau (ICPB), New Delhi as a DMC under Active 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

As the MICE segment is flourishing in developed countries, the potential in India has also been discovered and companies are actively engaged in this segment.

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.

The Bureau has been undertaking various activities to boost India's potential as a MICE destination. Based on feedback from members, ICPB is taking new initiatives for the further growth of the MICE business in India.

Segment: Airlines / Hotel / Venue / Convention Centre / Professional Conference Organiser (PCO) / Professional Exhibition Organiser (PEO) / Destination Management Company (DMC) / Other (please specify): _____ a professional services company with local knowledge, expertise and resources, working in the design and implementation of events, activities, tours, transportation and program logistics.

Applicable Admission fee and annual subscription charges

Category/Segment	Membership Fee	Application Fee (One Time)	GST	First Time	Annual Subscription Charges
Active (DMC)	35,000/-	10,000/-	18%	53,100/-	41,300/-

(*) GST – as per Govt. rules, currently @18%

Benefits

- Increased exposure and opportunities for business networking.
- Upgrading of professional skills through training programs.
- Free listing on ICPB's website and member's directory.
- Participation at ICPB events for showcasing products / services to the clients across the world and also networking with potential buyers at nominal cost.
- Sharing of business leads received in ICPB through queries on mail, participation at international tradeshow and in-house data research.
- Part of decision making by contributing your inputs for submission of proposals to the Ministry of Tourism, Government of India.
- Participation in international MICE trade shows like IMEX Las Vegas, IMEX Frankfurt, AIME-Melbourne etc. under Indiatourism stand at nominal cost. (Under Incredible India banner of MoT)
- Participation at International Road Shows under Incredible India banner nominal cost.
- Use of ICPB logo. (As per logo guidelines of ICPB)
- Assist in MEA clearance for international conferences and E-Conference Visa.
- To provide support letters to strengthen bids for winning international conferences. This is an important requirement of most international associations.
- Membership Committee will welcome & support new members with mentorship.
- ICPB periodically organises training / skill development programs for members.
- Creating a business platform for members.



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Membership eligibility for AIRLINES

- Organization should be registered under Companies Act and have Incorporation Certificate.
- Working capital should be minimum Rs. 3.00 lacs & authorized capital Rs. 10.00 lacs
- Organization should have submitted ITR for the last 3 financial years.
- Balance sheet/CA Certificate for last 3 financial years.
- Organization should have a PAN, TAN & GST registration certificate.
- Three qualified staff, qualified with diploma/degree in Tourism/ Travel Management from an approved University include deemed University IITTM, Institutions approved by AICTE or basic certificate holder of IITFC apart from promoters of the company.
- Organization should have been recommended by at least one ICPB member.
- MoT approval under Tour Operator/Travel Agent category/Domestic Tour Operator.

Must have experience in:

- Company should be registered under companies act.
- Working capital should be at least Rs. 3.00 lacs & authorized capital should be at least Rs. 10.00 lacs
- Organization should be recommended by at least one ICPB member.
- Three years of existence of organization.

Eligibility for membership under Hotel category:

- Organization should have submitted ITR for the last 3 financial years.
- Balance sheet/CA Certificate for last 3 financial years.
- Organization should have a PAN, TAN & GST registration certificate.
- Qualified staff with diploma / degree in Hotel Management.
- Organization should be recommended by at least one ICPB member.
- Hotel classification of MoT/State Government.

- Proposed name of the Hotel
- Name of the promoters with a note on the business antecedents in not more than 60 words
- Complete postal address of the promoter with Telephone, Fax and Email address.
- Status of the owner/promoter:
 - a. If Public/private limited company, the copies of Memorandum and Articles of Association.
 - b. If Partnership, a copy of Partnership Deed and Certificate of Registration.
 - c. If proprietary concern, name and address of proprietor / Certificate of Registration.
 - v. Location of hotel site with postal address

Essential infrastructure:

- Plenary Hall (500 pax and above in metropolitan cities and 300 pax and above in other towns).
- Smaller meeting rooms
- Business Centre with requisite facilities
- Restaurants for dining options
- Parking area
- Three years existence of hotel.

Membership eligibility for Venue / Convention Centre:

- Organization should be registered under Companies Act and have Incorporation Certificate.
- Organization should have submitted ITR for the last 2 financial years.
- Balance sheet/CA Certificate for last 2 financial years.
- Organization should have a PAN, TAN & GST registration certificate.
- Organization should be recommended by at least one ICPB member.
- Three years of operational existence of organization / venue

Essential infrastructure:

- Plenary Hall (1000 pax and above in metropolitan cities and 700 pax and above in smaller towns)
- 6-10 smaller halls / break away rooms
- Business Centre with requisite facilities
- Adequate exhibition space, restaurants
- Adequate parking area
- Accommodation available in the venue premises OR in the vicinity.

Membership eligibility for PCO category

- Organization should be registered under Companies Act and have Incorporation Certificate.
- Working capital should be minimum Rs. 3.00 lacs & authorized capital Rs. 10.00 lacs
- Organization should have submitted ITR for the last 3 financial years.
- Balance sheet/CA Certificate for last 3 financial years.
- Organization should have a PAN, TAN & GST registration certificate.
- Two qualified staff, qualified with diploma/degree in Tourism/ Travel Management from an approved University include deemed University IITTM, Institutions approved by AICTE or basic certificate holder of IITFC apart from promoters of the company.
- Organization should be recommended by at least one ICPB member.
- **Must have experience in:**
 - Setting up and management of conference secretariat
 - Bid Assistance
 - Budget Preparation
 - Venue negotiation, selection and management
 - Sponsorship Management
 - Faculty Management
 - Three years existence of organization
 - Abstract management
 - Venue management
 - Vendor & logistics management
 - Registration management
 - Website & Social Media management
 - Delegate management
 - Accommodation Management
 - Pre & Post Tour Management
 - Should have handled as a PCO five conferences in last 2 years with a minimum 500 delegates each.
 - Agreements / work orders / certificates from clients to be submitted with application for PCO category membership.

Membership eligibility for PEO

- Organization should be registered under Companies Act and have Incorporation Certificate.
- Working capital should be minimum Rs. 3.00 lacs & authorized capital Rs. 10.00 lacs
- Organization should have submitted ITR for the last 3 financial years.
- Balance sheet/CA Certificate for last 3 financial years.
- Organization should have a PAN, TAN & GST registration certificate.
- Two qualified staff, qualified with diploma/degree in Tourism/ Travel Management from an approved University include deemed University IITTM, Institutions approved by AICTE or basic certificate holder of IITFC apart from promoters of the company.
- Organization should be recommended by at least one ICPB member.

Must have experience in:

- Setting up and management of exhibition secretariat.
- Experience in venue negotiation, selection and management etc.
- Sponsorship arrangements
- Venue management
- Vendor logistics management
- Registration management
- Website & social media management
- Exhibition Marketing & Space Selling
- Agreement/workorder/certificate from client to be submitted with application for PEO category membership.
- Should have handled minimum 5 exhibitions in last 2 years minimum 500 participants each.
- Minimum three years existence of organization.

Membership eligibility for DMC

- Organization should be registered under Companies Act and have Incorporation Certificate.
- Working capital should be minimum Rs. 3.00 lacs & authorized capital Rs. 10.00 lacs
- Organization should have submitted ITR for the last 3 financial years.
- Balance sheet/CA Certificate for last 3 financial years.
- Organization should have a PAN, TAN & GST registration certificate.
- Three qualified staff, qualified with diploma/degree in Tourism/ Travel Management from an approved University include deemed University IITTM, Institutions approved by AICTE or basic certificate holder of IITFC apart from promoters of the company.
- Organization should have been recommended by at least one ICPB member.
- MoT approval under Tour Operator/Travel Agent category/Domestic Tour Operator.

Must have experience in:

- Company should be registered under companies act.
- Working capital should be at least Rs. 3.00 lacs & authorized capital should be at least Rs. 10.00 lacs
- Organization should be recommended by at least one ICPB member.
- Three years of existence of organization.



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 and in particular 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. To 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 membership should not use ICPB visiting card for commercial use.
8. Code of ethics applicable for hiring of employees within the trade.
9. 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 logos 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
