

Survey on MICE Events

Organiser of Meeting & Conference / Incentive

Confidential



EDTU

This is a courtesy English translation of the official Chinese/Portuguese language version of the questionnaire. In case of discrepancy, the official language version shall prevail.

Name of event: _____

Venue: _____

Period : From _____ / _____ / 2019 Time: _____ : _____ To _____ / _____ / 20 _____ Time: _____ : _____
DD MM YY DD MM YY

Please note the following

- 1 This survey is conducted under the Decree Law no. 62/96/M (October 14, 1996). Under Article 9 of the Decree Law, your organisation is obliged to report.
- 2 All your information provided is used solely for statistical purposes. Under Article 7 of the Decree Law and the Dispatch no. 242/GM/99 (November 1, 1999), the Statistics and Census Service (DSEC) keeps all information pertaining to your organisation in strict confidence.
- 3 Please read the explanatory notes carefully before completing the questionnaire.
- 4 Please return the completed form to DSEC by email or fax, or seal it in the enclosed envelope and return it to the venue staff, or put it in a questionnaire collection box provided at the venue or in a Macao post box.
- 5 For enquiries, please contact DSEC by telephone on (853) 8399 5503 / (853) 8399 5513 or by email at des_eforms@dsec.gov.mo.

Explanatory notes

Association Meeting: An event initiated by an association.

Corporate Meeting: Gathering of employees or representatives of a commercial organisation. Usually, travel, accommodation and meal expenses of the attendees are paid for by the organisation.

Conference: An event where the attendees meet to exchange views, convey a message, open a debate or give publicity to some area of opinion on specific issues. Usually, a conference is divided into sessions based on various areas relevant to the conference theme.

Government Meeting: An event at which attendees are civil servants, government officials or service providers to governmental entities, with the aim of discussing topics or reaching agreements.

Incentive: A tool that an enterprise uses for staff management by providing a travel experience with pre-arranged meetings to motivate and recognise employees or relevant individuals for their outstanding performance. An incentive may include various sessions, of which meetings are an essential part of the event.

Floor area used for the event: Actual floor space used for organising this event.

Where is your organisation located : Location where daily operations of your organisation take place. Please state the location of the branch organisation if the event is organised by the branch. For example, the event is organised by the Hong Kong branch whereas the headquarters of the organisation is in the U.S., then the answer to the question should be "Hong Kong".

Total room nights: Total number of guest room nights in hotels or similar establishments paid for by the organiser during the event period.

Wages: Total amount of wages paid to persons engaged exclusively in this event, which include wages paid to part-time employees, overtime pay to full-time employees, as well as other subsidies.

Subject: a) Banking & Finance b) Commerce, Trade & Management c) Education & Training
 d) IT & Other Technology e) Medical & Health f) Travel & Tourism
 g) Culture & Arts h) Judiciary & Law i) Others (please specify): _____

Type: a) Association meeting b) Corporate meeting c) Conference
 d) Government meeting e) Incentive

Floor area used for the event: _____ m²

1. Your organisation is located in

a) Macao b) Mainland China: _____ province/autonomous region _____ city
 or _____ municipality
 c) Hong Kong d) Other country/region (please specify): _____

2. Has your organisation ever organised the same event in Macao?

a) Yes. Please provide information on the most recent one:

/ _____
 MM _____ YY Venue: _____

b) No, not the same one, but other meeting(s) & conference(s) / incentive(s). Please provide information on the most recent one:

Name: _____ / _____
 MM _____ YY Venue: _____

c) Has never organised any meeting & conference / incentive in Macao

3. Does this event rotate in different countries/regions?

a) Yes. Please provide information on the three most recent ones:

i) _____ / _____
 MM _____ YY Venue: _____
 ii) _____ / _____
 MM _____ YY Venue: _____
 iii) _____ / _____
 MM _____ YY Venue: _____

b) No.

4. Number of participants and staff

4.1) Total no. of participants (including guests) in meetings & conferences/incentives by country/region (please use supplementary ques

No.	Country/Region	No. of Participants
1	Total	
2	Mainland China	
3	Hong Kong	
4	Macao	
5	Taiwan	
Others:		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Province/ Autonomous Region/ Municipality	No. of Participants	Province/ Autonomous Region/ Municipality	No. of Participants	City	No. of Participants	City	No. of Participants
Anhui		Guangdong		Chaozhou		Yunfu	
Fujian		Shandong		Dongguan		Zhanjiang	
Gansu		Shanxi		Foshan		Zhaoqing	
Shaanxi		Sichuan		Guangzhou		Zhongshan	
Guizhou		Yunnan		Heyuan		Zhuhai	
Hainan		Zhejiang		Huizhou			
Hebei		Guangxi		Jiangmen			
Heilongjiang		Inner Mongolia		Jieyang			
Henan		Ningxia		Maoming			
Hubei		Xinjiang		Meizhou			
Hunan		Tibet		Qingyuan			
Jiangsu		Beijing		Shantou			
Jiangxi		Chongqing		Shanwei			
Jilin		Shanghai		Shaoguan			
Liaoning		Tianjin		Shenzhen			
Qinghai				Yangjiang			

4.2) No. of staff of your organisation working for this event

Full-time: a) Macao

b) Other countries/regions

Part-time:

5. Expenditure for organising this event (Including paid and unpaid expenses)

	Amount						
	Currency (including payment made to places outside Macao)			Currency		Of which: payment made to places outside Macao	
a) Rental for venue							
b) Promotion & public relations							
c) Accommodation	Total room nights: <input type="text"/>						
	(including free accommodation for participants and staff)						
d) Food & beverage							
	(including free food & beverage for participants and staff)						
e) Transport							
	(including free transport for participants and staff)						
f) Production services							
	(e.g. expenses on on-site video/audio display)						
g) Venue decoration							
h) Freight							
i) Wages							
j) Service charge for companies providing conference & exhibition organising services							
k) Others (please specify): <input type="text"/>							
l) Others (please specify): <input type="text"/>							
m) Total expenditure							

6. Revenue from this event (Including receipts, receivables and revenues from places outside Macao)

	Currency	Amount
a) Fees from participants		
b) Financial support from government		
	Please state the department name: <input type="text"/>	
c) Financial support from non-governmental organisations		
d) Others (please specify): <input type="text"/>		
e) Total revenue		

7. Reason(s) for organising this event in Macao (multiple answers accepted)

- a) Organisation operating in Macao b) Low rental for venue c) Adequate facilities
- d) Easy access from abroad e) To explore Macao market f) To explore Mainland China market
- g) To explore foreign market h) Being invited to participate i) Attractive tourism and leisure centre
- j) Others (please specify):

8. Comments (please select the appropriate one)

8.1) Will your organisation hold similar meetings & conferences / incentive in Macao again?

Yes Maybe No, because: _____

8.2) Venue

	Satisfied	Fair	Dissatisfied, because	No comment
a) Facilities:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
b) Management:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
c) Ease of access:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
d) Areas for improvement:				

8.3) Venue staff

	Not applicable	Satisfied	Fair	Dissatisfied, because	No comment
a) Professionalism: (such as hospitality and security)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>
b) Language skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>
c) Efficiency and attitude:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>
d) Areas for improvement:					

8.4) Local companies that rendered services for this event

	Not applicable	Satisfied	Fair	Dissatisfied, because	No comment
a) Services : (such as promotion, freight and venue decoration)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>
b) Arrangements:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>
c) Areas for improvement:					

Other comments

Contact Person

Name: _____ Telephone: _____

E-mail: _____ Date of completion: _____

Thank you for your co-operation

Survey on MICE Events
 Organiser of Meeting & Conference / Incentive
 Supplementary Questionnaire

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Period : From _____ / _____ / 2019 To _____ / _____ / 20
 DD MM YY DD MM YY

Continued information for Question 4.1) "Total no. of participants (including guests) in meetings & conferences/incentives by country/region" of the questionnaire for "Organiser of Meeting & Conference / Incentive":

No.	Country/Region	No. of Participants	No.	Country/Region	No. of Participants
16		46			
17		47			
18		48			
19		49			
20		50			
21		51			
22		52			
23		53			
24		54			
25		55			
26		56			
27		57			
28		58			
29		59			
30		60			
31		61			
32		62			
33		63			
34		64			
35		65			
36		66			
37		67			
38		68			
39		69			
40		70			
41		71			
42		72			
43		73			
44		74			
45		75			