



Dear ICCA Asia Pacific colleagues,

We are pleased to announce that the **ICCA Asia Pacific Chapter Client/Supplier Business Workshop** will take place from 4 to 6 July 2012 at the Borneo Convention Centre Kuching. The CSBW 2012 will be organized by ICCA Asia Pacific Chapter in collaboration with ICCA members in Malaysia.

The CSBW 2012 will be our fifth edition, previously being held in Taipei 2011, Singapore 2008, Seoul 2006 and Kuala Lumpur 2005. Similar to last year, besides the business workshop, you will also be able to participate in the;

1. Asia Pacific Educational Seminar (APES) which will be moderated by none other than Mr. Gary Grimmer of GainingEdge.
2. Social & networking functions (clients and suppliers)
3. One on One Association Database training (personalized coaching by appointment with one of our researchers)

The Client/Supplier Workshop is your ground to meet key decision makers or board members of associations that has the potential to bring their meetings to your destination. It is the most cost effective way for you to meet at least 14 other clients who have been carefully vetted and approved by ICCA. It is definitely the most worthy investment for your organization.

This announcement is to invite 15 ICCA Asia Pacific members from any sector to participate as a Supplier in the Client/Supplier Business Workshop 2012. Please read the guidelines for participation.

Members' Participation is subject to the following terms:-

1. The registration fee of Euro 500 will cover one delegate from one member organization. Maximum of two delegates are allowed, either from the same or different member organization and the co-delegate should pay Euro 300;
2. The member must successfully invite a qualified association executive (must be the key decision maker or board member who is involved in the decision making process) and meetings have to be of rotating nature to Asia Pacific or World/International with a minimum attendance of 500 pax to participate as Client. If a Client cancels out later, a replacement Client has to be sourced by the member and this will be considered as a NEW application. Both Suppliers and Clients will have to complete the participation forms. Please refer to the enclosed Client exclusion list before sourcing for your Clients.
3. Nominated Clients will need to be pre-qualified by ICCA to ensure they meet our criteria. The Suppliers (ICCA members) are required to pay for their Client's return air tickets. Client's accommodation, ground transfers, meals, pre and post tours will be borne by the host country.
4. A maximum of 15 ICCA members can participate. In order to ensure that the participating members are geographically balanced the number of registrations per geographical area will be equally divided. **Therefore, from the 15 participating members, 5 places will be allocated for Australasia members (Australia & New Zealand), 5 for Central Asia members (India, Indonesia, Malaysia, Sri Lanka, Singapore & Thailand) and 5 for North Asia members (China P.R., Chinese Taipei, Hong Kong, Japan, Macau & Republic of Korea).**
5. The registration fee of Euro 500 does NOT include Member's and their respective Client's air tickets. The registration fee is inclusive of accommodations and ground transfers for ICCA Members. Food & beverage as per official programme and workshop materials will be included. The APC CSBW 2012 programme and guidelines for participation is attached for your reference.
6. The official hotel will be Hilton Kuching.

Priority will be given to new participants (members who have not taken part in the past workshops). Nonetheless, ICCA Asia Pacific members who have participated in the previous editions of the Client/Supplier Workshop will be given due consideration.

Members should send in their interest with the name of their Client (name, designation, association, name of association meeting, ICCA Data Series No (if applicable) as soon as possible to kavitha@iccaap.com

ICCA reserves the right to reject their nomination if the Client's criteria do not meet our requirements. Should the Client not meet ICCA's criteria, automatically the Supplier (ICCA member) and their new Client will be treated as a new application.

We would appreciate if you could adhere to the above criteria and guidelines in order for us to have a quality business workshop that will benefit your investment. This invitation is sent to the main contact person of ICCA member organization only and the registration closes on 30th April 2012.

If you have any enquiries, please do not hesitate to contact us at +603-7955 3343 or by e-mail to Noor Ahmad Hamid: noor@iccaap.com or Kavitha Pragalathan: kavitha@iccaap.com

Thank you and regards,

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Attached:

1. Registration form
2. Guidelines for participation
3. Client profile (for Client to complete)
4. Client exclusion list
5. Tentative programme