**EVENT APPLICATION FORM**

The Seoul ICM 2014 welcomes any organization who wishes to plan an event in and around the Congress (e.g. meeting, banquet and/or reception). Any of the events can be staged at the COEX (Congress Venue) and/or the COEX Intercontinental Hotel (350m from the COEX) and applications can be submitted to the Secretariat of SEOUL ICM 2014. Once submitted, a subsequent quotation will be issued for review.

Please return the completed application form to the Secretariat of SEOUL ICM 2014 via email at [icm@icm2014.org.](mailto:icm2014@meci.co.kr)

**NO LATER THAN** February 28, 2014.

*Enquiries*

**COEX** Tel. +82-2-6002-2017 Fax. +82-2-6002-2080 Email. [tlseogh@sk.com](mailto:tlseogh@sk.com)

**COEX Intercontinental Hotel** Tel. +82-2-3430-8676 Fax. +82-2-3430-8680 Email. [bjyoo@parnas.co.kr](mailto:bjyoo@parnas.co.kr)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A. REGISTERING ORGANIZATION AND PERSON IN CHARGE** | | | | | | |
| **ORGANIZATION/ COMPANY** **NAME** |  | | | | | |
| **COUNTRY** |  | **CITY** |  | | **POSTAL CODE** |  |
| **ADDRESS** |  | | | | | |
| **PERSON IN CHARGE** |  | | | | | |
| **JOB TITLE** |  | **DEPARTMENT** | |  | | |
| **PHONE** |  | **MOBILE** | |  | | |
| **\* EMAIL** |  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **B. TYPE** |  | |  | | | |
| Category | Date& Time | Capacity | Food & Beverage | | Quantity | Remarks |
| **(Venue : COEX)** | **(Venue : COEX Intercontinental Hotel)** |
| **□ Meeting Room Rental** |  |  | **□** Coffee(served) KRW 8,000  **□** Coffee(self) KRW 3,800  **□** Coffee(served) +Cookies KRW 10,000  **□** Coffee(self) +Cookies KRW 6,500  (Others: Please specify )  \*\* Venue rental fees not inclusive | **□** Coffee(served) KRW 8,000  **□** Coffee(served) +Cookies KRW 10,000  **□** Coffee(served) +Pastries KRW 12,000  (Others: Please specify )  \*\*Venue rental fees not inclusive |  |  |
| **□ Banquet and/or Reception** |  |  | Sitting Course Meal  **□**KRW 65,000  **□**KRW 78,000 | Sitting Course Western Set Menu  **□**KRW 85,000  **□**KRW 95,000 |  |  |
| Standing Buffet  **□**KRW 60,000  **□**KRW 70,000  Cocktails Buffet  **□**KRW 52,000 | Standing Buffet  **□**KRW 85,000  **□**KRW 95,000  Cocktails Buffet  **□**KRW 75,000 |  |  |
| Cocktails and canapé Package  **□**KRW 40,000  **□**KRW 33,000  \* 2 Cocktails to be served per person  \*\* Venue rental fees not inclusive | Cocktails and canapé Package  **□**KRW 40,000  \* 2 Cocktails to be served per person  \*\* Venue rental fees not inclusive |  |  |
| Beverages  **□**Wine ( ) **□**Cocktail ( )  **□**Soft drinks ( )  \* Bottles only | Beverages  **□**Wine ( ) **□**Cocktail ( )  **□**Soft drinks ( )  \* Bottles only |  |  |
| **Others □** Banner **□** Beam Projector **□** Screen **□** Flower for Deco (Others: Please specify ) | | | | | | |

*10% VAT& 10% Services Charges Inclusive, Above rates are quoted per person  
Room rental may vary according to Food and Beverage options.*

**■Terms and Conditions**

All rooms rented will have the following inclusions:

* Maximum numbers of Tables & Chairs where applicable
* Two standard wired microphones & a lectern (upon availability)
* Built-in audio system / House lighting / Heating & Cooling / Ventilation

Any other equipment not listed above may be ordered independently but will be subject to additional charges.

I HAVE READ THE GENERAL INFORMATION AND AGREE TO THE TERMS AND CONDITIONS. :

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Signature & Company Stamp* |  | *Date* |