



Singapore
14-16 February 2008

International Convention Expo Summit

www.unlv.edu.sg/ICES2008

The 2008 International Convention & Expo Summit will be held in Singapore, between 14 and 16 February 2008. This Summit is jointly hosted and organized by William F. Harrah College of Hotel Administration, University of Nevada, Las Vegas (Singapore Campus) and the School of Hotel & Tourism Management, The Hong Kong Polytechnic University.

The Summit will provide educators, academics, researchers, industry practitioners and representatives of professional industry associations in the conventions, meetings and expositions field with an interdisciplinary forum for exchange of information. The program will feature keynote speeches by prominent industry leaders and educators as well as paper and poster presentations by both academics and industry practitioners alike.

Who Should Attend?

- Academics and Educators
- Industry Practitioners
- Industry Consultants
- Representatives of professional industry associations
- Students and others interested in the field

Call For Papers

The Summit will focus on a broad range of topics related to research and education in the convention and exposition/incentives and events field. Papers with any of the following or related subjects would be highly appropriate for presentation:

- Convention and exposition marketing
- Effective use of audio-visual materials
- Event Management and Marketing
- Exhibition management and marketing issues (E.g. selling exhibit space, exhibit floor layout, booth design, exhibitor and attendee marketing)
- Human resources issues for the convention & exposition industry
- Impact of technology (E.g. electronic meetings, virtual trade shows)
- Impacts of conventions and expositions on their host communities
- Incentives
- Issues facing conventions and expositions in the twenty-first century
- Legal aspects of conventions and expositions
- Meeting management and marketing issues (E.g. site selection, housing, scheduling, promotion)
- Negotiation with suppliers, clients, and labor unions
- Planning and development issues for convention and exposition destinations
- Studies relating to key industry players (E.g. convention & visitors bureaus, convention and exhibition venues, meeting managers, exhibition organizers, exhibition managers)

Submission Guidelines

- ❑ Three-page abstracts (typed, single-spaced) of proposed papers should be submitted for final selection process. Indicate the author's name and affiliation only on the cover page of the abstract and they should not be indicated anywhere in the abstract.
- ❑ Submit abstracts to Summit Co-Chairman, Dr. Andy Nazarechuk, by electronic mail to ICES2008@unlv.edu.sg
- ❑ Paper Review Committee will conduct a refereed screening of abstracts. Authors of accepted abstracts will be asked to submit Full Papers follow by the provided specification.
- ❑ Abstract Submission Deadline: **31 November 2007**
- ❑ Full Paper Submission Deadline: **31 December 2007**
- ❑ Once the paper is accepted, at least one of the authors must register for and present the paper at the Summit.

Publication Plan

Final copies of accepted papers will be professionally published with ISBN number prior to the Summit.

Submitted & Approved papers to ICES 2008 will be **considered for publication in a special edition of the Journal of Convention & Event Tourism (JCET)**. The JCET provides multidisciplinary perspectives on conventions, exhibitions and events. Getting published in this journal will enhance your visibility and recognition in this field.

Conference Registration

All presenters and participants are requested to register for the Summit. Summit registration fee includes participation in all sessions in three days, participation in all scheduled meal functions and refreshment breaks, opening reception, and a copy of conference proceedings (to be made available at the Summit). Registration fees and remittance guidelines as shown below:

	Full Fee	Full-time Student *
Early Bird (by 15 December 2007)	US\$250	US\$150
Standard Registration (after 15 December 2007)	US\$350	US\$250
* Full-time students are required to produce a letter or certificate at the time of conference.		

- ❑ **Payment:** Payment of the registration fee will be accepted by bank draft, bank transfer or credit card. Both Visa Card and MasterCard are accepted but American Express Card is NOT accepted. A photocopy of the bank slip must be faxed with the registration form to the Organizing Committee. All payment must be made in US\$.
- ❑ **Cancellation Policy:**
 - Less than 30 days: No refund
 - 30 – 60 days: 50% refund
 - 60 – 90 days: US\$50 admin fee

Conference Itinerary

Time	Event	Venue
THURSDAY, 14TH FEBRUARY 2008		
1200hrs – 1800hrs	Registration/Internet Kiosk	Conrad Centennial Hotel
1330hrs – 1400hrs	Shuttle Service to UNLV Singapore Campus	UNLV Singapore Campus Hospitality Classrooms
1400hrs – 1530hrs	Concurrent Paper Presentations Session A1 & A2	
1530hrs – 1600hrs	Networking Tea Break	
1600hrs – 1730hrs	Concurrent Paper Presentations Session B1 & B2	
1730hrs – 1800hrs	Tour of UNLV Campus	
1800hrs – 1930hrs	Grand Opening Reception	Pod @ National Library
2000hrs - 2245hrs	Optional Tour: Night Safari	Night Safari
FRIDAY, 15TH FEBRUARY 2008		
0700hrs – 1800hrs	Registration/Internet Kiosk	Conrad Centennial Hotel
0730hrs - 0830hrs	Continental Breakfast	
0830hrs – 1000hrs	Academic Panel Session	
1000hrs – 1030hrs	Networking Tea Break	
1030hrs – 1200hrs	Concurrent Paper Presentations Sessions C1 & C2	
1200hrs – 1230hrs	Adjourn to Suntec Singapore	Suntec Singapore
1230hrs – 1400hrs	Summit Luncheon	
1400hrs – 1500hrs	Tour of Suntec Singapore	
1500hrs – 1545hrs	Industry Presentations A1	
1545hrs – 1615hrs	Networking Tea Break	
1615hrs – 1700hrs	Industry Presentations A2	
1700hrs – 1800hrs	FREE TIME	
1800hrs – 2100hrs	Cultural Evening Jumbo Seafood Dinner & Chingay Parade	
SATURDAY, 16TH FEBRUARY 2008		
0700hrs – 1400hrs	Registration/Internet Kiosk	Conrad Centennial Hotel
0730hrs – 0830hrs	Continental Breakfast	
0830hrs – 1000hrs	Industry Panel Session	
1000hrs – 1030hrs	Networking Tea Break	
1030hrs -1200hrs	Industry Presentations B	
1230hrs – 1400hrs	Closing Lunch & Awards Ceremony	
1400hrs	Optional Tour: Singapore Flyer Experience	Singapore Flyer

* Itinerary is subject to changes

Hotel Accommodation

The official conference hotel is the Conrad Centennial Hotel Singapore. This is a luxury property located within walking distance to the Raffles City MRT station and many other shopping centers. Staying at this hotel will allow you seamless access to the conference that is also held at the property.

We have managed to secure an attractive package deal with our official hotel. More details and the room reservation form can be found and downloaded on the conference website at www.unlv.edu.sg/ICES2008.

Conference Administration

Please direct abstract submissions and inquiries to:

ICES 2008 Organizing Committee

ICES2008@unlv.edu.sg

Tel: + (65) 6332 9538 ext 720 Fax: + (65) 6332 9531



Summit Co-Chairman

Dr. Andy Nazarechuk

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Summit Co-Chairman

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International Convention Expo Summit

Singapore
14-16 February 2008

Personal Information

* Prof/Dr/Mr/Mrs/Ms First Name _____ Last Name _____

Job Title _____ Organization _____

Address (Work) _____

City _____ Postal Code _____ Country _____

Office _____ Fax _____ Mobile _____

Email _____

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Dietary Preference (if any)

[] Vegetarian [] Halal [] Others: _____

Payment

Registration fees may be paid either by cheque/bank draft (in US\$) or by credit card.

Please make the payment to "UNLV Singapore Ltd."

Mode of Payment: [] Cheque

[] Credit card, please tick the appropriate card type:

[] MasterCard [] Visa

American Express Card is NOT accepted

Name on Card _____ Expiry Date _____

Card No. _____ Security Code _____

Cardholder Signature _____ Authorized Amount US\$ _____

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