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| **Application Form for Incentive Support** **Corporate Meeting & Incentive Group 2018****Local Handling Agency:**

|  |  |
| --- | --- |
| Company Name |  |
| Contact Person / Designation |  |
| Tel Numbers | Office |  | Mobile |  |
| Email Address |  |

**Handling Agent / Venue Contact / Hotel Contact in Korea:**

|  |  |
| --- | --- |
| Company Name |  |
| Contact Person / Designation |  |
| Tel Numbers | Office |  | Mobile |  |
| Email Address |  |

**Corporate Group Information:**

|  |  |
| --- | --- |
| Company Name |  |
| Contact Person / Designation  |  |
| Contact Numbers | Office |  | Mobile |  |
| Email Address |  |
| Group Size |  |
| **Eligible for Additional Support**  | **YES or NO** |
| Flight schedules *(※ Please provide all flight details for the itinerary.)*  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Flight No** | **Sector** | **ETD** | **ETA** |
|  |  |  |  |  |
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 |

**\*\* Mandatory**1. Please select **ONE** of the souvenir options:

|  |  |  |
| --- | --- | --- |
| **Chopstick Set** | **Eco Bag** | **Foldable Bag** |
|  |  |  |

(B) Please select **ONE** of the options:

|  |  |  |  |
| --- | --- | --- | --- |
| **Welcome Ceremony** | **Non-Verbal Performance** | **Attraction Ticket** | **Unique Experience** |
|  |  |  |  |

(C) For welcome ceremony bookings:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For 50 – 199 pax** | **Date** | **Arrival Flight** | **ETA** | **No of Pax** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For 200 pax or more** (up to 3 rounds of welcome ceremony) | **Date** | **Arrival Flight (1)** | **ETA** | **No of Pax** |
|  |  |  |  |
| **Date** | **Arrival Flight (2)** | **ETA** | **No of Pax** |
|  |  |  |  |
| **Date** | **Arrival Flight (3)** | **ETA** | **No of Pax** |
|  |  |  |  |
| **Airport(s)** | Please indicate the location of the welcome ceremony (eg Incheon International Airport) | **Event Venue** | Please indicate the location of the event venue (eg COEX, Hall 4, time, date) |

|  |  |
| --- | --- |
| **Welcome Ceremony Option** |  |

(D) For Korean non-verbal performance booking:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Performance** | **Location of Theatre**  | **Date** | **Time** | **No of Pax** |
| Eg Bibap | Eg Seoul |  |  |  |

(E) For admission ticket to tourist attraction booking:

|  |  |
| --- | --- |
| **Date of Visit** | **Tourist Attraction**  |
|  | Eg Everland |
|  |  |

(F) For unique experience booking:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Visit** | **Location** | **Vendor** | **Experience** |
|  | Eg Seoul | Eg REAL KPOP | Eg KPOP Dance Class |
|  |  |  |  |

(G) For other approved claimable:

|  |
| --- |
|  |

1. Please submit the application form with supporting documents **to ~~~~@knto.or.kr**
* Incentive support application form
* Tour itinerary (in word document)
* Passenger list with names of all traveler as in passports, date of birth and nationalities (in excel document)
1. All applications have to submit to **KTO Branch Office** **at least 2-week** before group departure.
2. Applicable for groups of 10 passengers and above (**not applicable** for series and private groups, FITs)
3. KTO HQ **shall not entertain any direct requests** from Korean land operators.
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