



UMTEC Limited

Conference Management Services

Company Introduction



- UMTEC Limited was established in 2006 and is a **public capital enterprise** owned by UM.
- **A commercial vehicle** of UM to promote and commercialize UM's research achievements, and facilitate the research and development **collaboration between UM and industries**.
- Business areas include collaborative research, technology consultancy, testing and advisory **projects**, supporting and co-organizing UM academic **conferences**, and etc.

Organize a conference in UM

Organizing a conference in UM involves a lot of work:

- **Paper Management** – **paper submission** & **review management**
- **Participant Registration** – conference **registration** & **registration fee processing**
- **Sponsorship** – soliciting, receiving and properly using sponsorship
- **Procurement** – sourcing for logistics and services
- **Financial management** – vendor **payments** and **residual funding** management & utilization
- **Engaging Service Providers** – **engage** a conference co-organizers and extensively **liaise** with them during the concerned period
- **Venue** – secure proper conference **venue** that meets the needs

Benefits with UMTEC

1. Conference Management

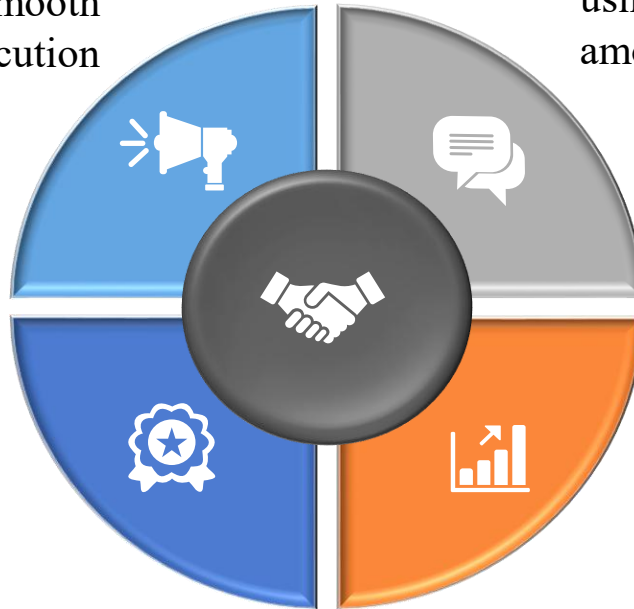
Efficient conference management with smooth coordination and execution

2. Central Coordination

Save valuable time for UM staff by using UMTEC as the interface among stakeholders

3. Risk Reduction

Reduce the risk exposure associated with commercial contracts in personal liabilities



4. Financial Management

Effectively handle the collection of **sponsorship, registration fees, and vendor payments**

5. Paper & Registration Fee Collection

Paper submission & review, and registration & its fee collection in **a centralized conference management system** –

UM Conference Hub (澳大會議平台)

6. Residual Funding

Retain conference **residual funding in UMTEC for future** conferences or research activities by PIs

Conference Management Services

Category		Service Item*
Core Services	Pre-conference execution	Participant Registration Paper Submission & Review Registration Fee Collection
	Conference execution	Financial Activities Management Conference Execution Support
	Post-conference	Post-Event Reporting & Follow-up
Premium Services	Logistics Arrangement	Venue Selection & Booking Local Tour & Activity Planning Accommodation, Catering & Transport
	On-site Support	Reception & Photography Services Technical Support & Equipment Rental



A system of international standard developed by UMTec

*Individual services or a combination of services can be selected based on your needs.

UMTEC Service Charge

1. **Actual UMTec personnel costs** based on the working hours **actually committed by UMTec staff** for the selected services
2. **UM Conference Hub system service fee** ranging from MOP10,000-15,000
3. **Bank transaction fees** of registration payments
4. **Management fee** through sharing **20% of the net profits**
 - Net profit is the fund balance left after conference completion by deducting the total expenses from the total income
 - **A post-event report** will be provided with the actual service charge details and the fund balance left after conference completion)

Organize Conference in UM

Past successful Academic conferences

1

The 36th Asian Finance Association Annual Conference



2

East Asia Section of Society for Industrial and Applied Mathematics, EASIAM

3

The International Symposium of Geotechnical Aspects of Underground Construction in Soft Ground



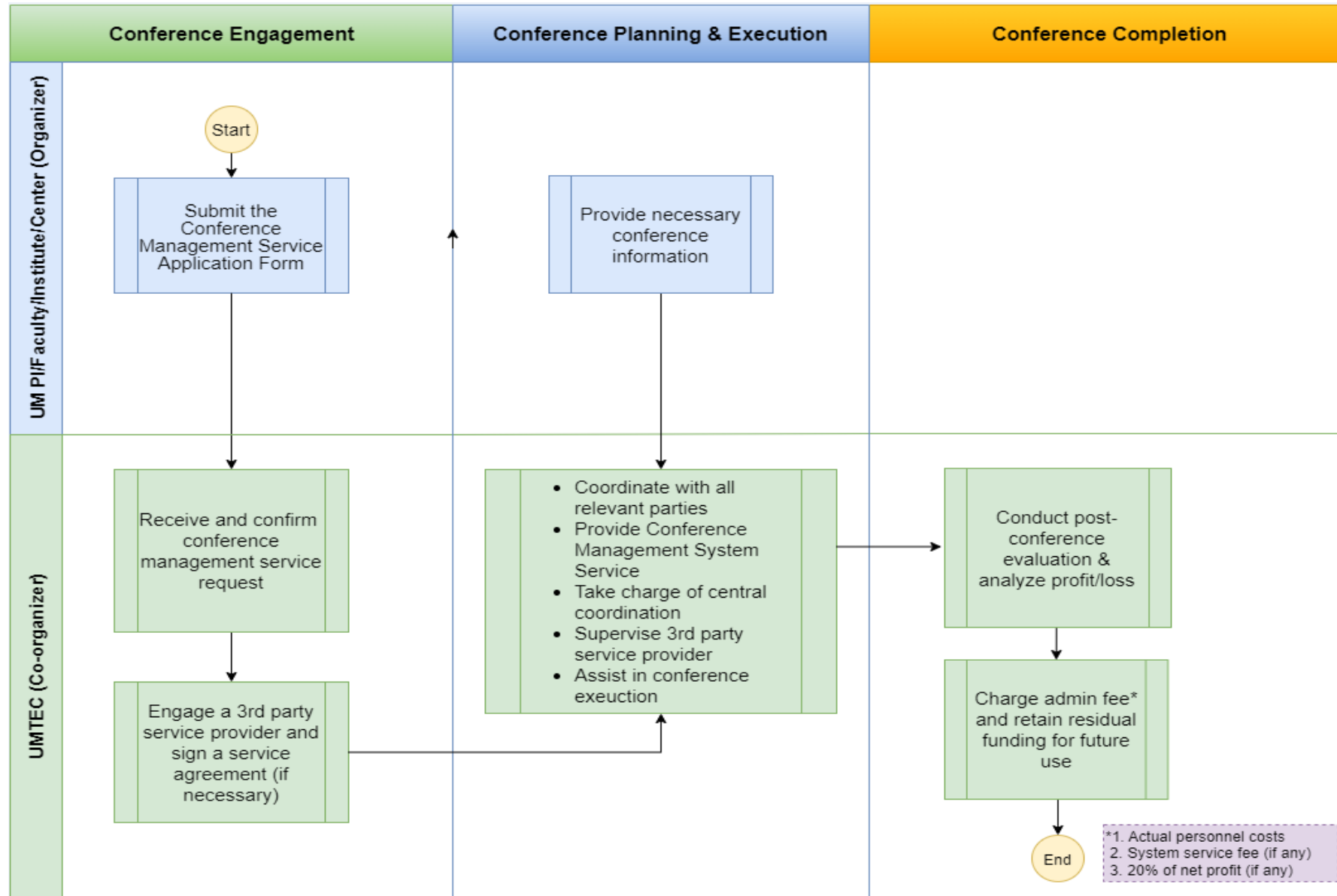
4

The 17th International Symposium on Persistent Toxic Substances & Health



In 2024, UMTec has successfully supported 7 academic conferences organized by UM!

Process to Engagement UMTEC





澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Thank You !

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