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APPLICATION FOR CONFERENCE SUBSIDY (effective as of 01.01.2020)

Since 1 January 1992 **Innsbruck Tourismus** has sponsored scientific conventions and corporate conferences in accordance with specific guidelines by providing financial support as an incentive. Adherence to the following points of reference essential to such subsidy is both required and binding.

1. Applications

The filing of an application, verification and payment takes place exclusively through

Innsbruck Tourismus
CEO Barbara Plattner
Burggraben 3
6020 Innsbruck
b.plattner@innsbruck.info

The decision regarding the awarding of subsidy is made by the Kongress Advisory Committee.

2. Applicants and Conditions of Subsidy

Applicants must be either an event planner, a professional convention organizer (PCO) or agency with power of attorney for an event organizer.

In order to apply for a subsidy, the following terms must be adhered to:

- a) Proof of number of participants by means of a list of participants including country of origin.

Mandatory information which must be contained in the participant list:

- a) First name
- b) Last name
- c) Postal code and city
- d) country

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- b) Proof of the net revenues from overnights by means of an overnight verification

As alternative proof of the list of participants, in case no verification of overnights is possible, the following is considered valid

- c) At least 30% of the participants must be supra-regional, that is to say, they must come from outside of Tirol
- d) The minimum length of the event is 3 days
- e) Events in the months of December are excluded from the subsidy
- f) Submission of the following documents:
- List of (committed) participants
 - Booking statistics as proof of overnights
 - Final, definitive programme of the event
- g) The worthiness of subsidy must be proven
- h) Only overnights in the confederated region of Innsbruck Tourism are considered valid
- i) The event organizer must install an internet link to the innsbruck.info website

The terms of subsidy described above in points **a)** through **i)** are absolutely necessary.

3. Worthiness of Subsidy

The credentials demonstrating and verifying worthiness of a subsidy lie exclusively within the purview of scientific conventions and corporate conferences in the confederate region covered by Innsbruck Tourism. Following a consideration of the touristic interests, the Advisory Committee can in individual cases declare a worthiness of subsidy also for other events.

4. Filing an application

The application (application form) must be submitted by the applicant to Innsbruck Tourism, to the attention of Ms. Barbara Plattner, Director, before the beginning of the event. It is imperative that the following information be included in the application:

- Title of the event
- Date and length of the event
- Location of the event
- Anticipated number of participants
- Advertisement for event, e.g. excerpt from website
- Organisation of room reservations, e.g. PCO, TVB, agency or
- Verification of individual room reservations
- Current budget estimate (total revenues and expenditures)

unlimited

5. Subsidy award

a) Subsidy of events based on proof of overnights

Level	Participants	Subsidy	
		in percent*	max. award
1	0 – 99	0.00 %	€ 0,00
2	100 – 199	5.00 %	€ 1,000.00
3	200 – 399	4.50 %	€ 2,500.00
4	400 – 799	4.00 %	€ 4,000.00
5	> 800	3.00 %	€ 10,000.00

* of the overall net overnight revenues

Definition of participants:

- visitors attending the event
- staff of companies exhibiting
- staff of sponsors
- staff of event
- lecturers

b) Subsidy of events without proof of overnights

It is not always possible to clearly verify the revenues generated by net overnights, since participants frequently utilise booking channels. For that reason, the Kongress Advisory Committee can as an alternative utilise a formula to calculate the subsidy award based on **the size of the event and number of proven supra-regional participants**.

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The basis of calculation for the subsidy is formed by the number of supra-regional participants, i.e. coming from outside of Tirol, as verified by the list of participants. In case non-verified net overnight revenues are used, the basis for calculation of the subsidy will be 50% of the verified supra-regional participants (according to the list of participants) and the length of the event (according to the event programme) minus one day, as the average length of stay.

For calculation purposes, the average hotel room price will be used. That price will be determined by the Kongress Advisory Committee at the end of each year.

The formula used for calculations of the subsidy for the Kongress event organisers is:

Subsidy to be awarded =	$[\text{length of event in days} - 1] \times [50\% \text{ of the supra-regional participants}] \times [\text{average hotel room price}] \times [\text{percentual share of the respective level, based on number of participants}]$
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The subsidy to be awarded will be capped at each level by a maximum amount.

6. Payment

Following presentation of the final invoice (accounting form) and all the relevant written materials contributing to verifying the worthiness of subsidy, the subsidy award can be paid directly to the event organiser or to the executor on-site, or subsequent to the event, someone named by the event organiser. The deadline for submitting the final invoice is limited to a maximum of 3 months after the event.

Subsidy awards are generally paid on the basis of resolutions of the Kongress Advisory Committee only after the conclusion of the event.

7. Assignment of subsidy

The assignment of subsidy is carried out by the Kongress Advisory Committee. The Committee meets two or three times annually for the sole purpose of assigning subsidies.

8. Subsidy awards subject to revocation

Subsidy awards which are subject to revocation can only be paid once the criteria have been fulfilled and the relevant resolution passed by the Advisory Committee.

9. Legal status

The Kongress Advisory Committee is an official collective statutory body which exists for purposes of assigning subsidies. There is no legal recourse regarding subsidy of an event, or to fulfillment aids (PCO, agency, etc.).

The Kongress subsidy constitutes a voluntary allowance granted by **Innsbruck Tourism**.