

## **RULES ON REIMBURSEMENT OF EXPENSES FOR THE ORGANISATION OF INTERNATIONAL SCIENTIFIC AND BUSINESS EVENTS**

### **1. DEFINITIONS**

- 1.1. **GO Vilnius** refers to Public Institution GO Vilnius, legal entity code 123641468, registered office at Gynėjų g. 14, Vilnius, the purpose of which is to serve the public interest by carrying out activities of public interest in the field of international tourism, business and marketing and by providing public services in this field to members of the public, with one of its objectives being the promotion of international business and scientific events in the city of Vilnius.
- 1.2. **Rules** refer to these rules on reimbursement of expenses for the organisation of international scientific and business events, which are based on Regulations on Reimbursement of Expenses for the Organisation of International Scientific and Business Events approved by Order No V-8 of the Director of GO Vilnius of 27 February 2020, as amended, and compliant with the requirements of the legislation of the Republic of Lithuania.
- 1.3. **International Event** refers to a scientific or business event taking place in Vilnius and attended by foreign participants (conference, congress, meeting, forum, and other meeting industry events).
- 1.4. **Applicant** refers to the organiser of the International Event, which meets the criteria set forth in the Rules and which submits an application to GO Vilnius for reimbursement of expenses for the organisation of the International Event in accordance with the Rules.
- 1.5. **Application** refers to an expenses reimbursement form for the organisation of the International Event completed by the Applicant and submitted in accordance with the Rules, containing the requested information on the International Event and the Applicant's details, as well as the types(s) of expenses claimed arising from the organisation of the International Event. You can find the application form [here](#).
- 1.6. **Reimbursement** refers to the amount allocated by GO Vilnius for reimbursement of expenses for the organisation of the International Event.
- 1.7. **Expert Evaluation** refers to the evaluation of Applications following the procedure established by GO Vilnius in accordance with the criteria and other conditions laid down in the Rules, which shall result in a conclusion regarding the award / non-award of the Reimbursement.
- 1.8. **Information Notice** refers to an e-mail notification to the Applicant confirming the award of the Reimbursement, the amount of the Reimbursement to be awarded, the manner in which the Reimbursement will be awarded, and expenses to be covered by the Reimbursement.
- 1.9. **Contract** refers to a contract for reimbursement of expenses for the organisation of the International Event, which shall be concluded in accordance with the Rules.
- 1.10. **Report** refers to a report of the International Event held, which shall be submitted by the Applicant in accordance with the Rules. You can find the report form [here](#).

### **2. REQUIREMENTS FOR THE APPLICANT**

- 2.1. The Applicant may be a legal entity registered in the Republic of Lithuania or abroad, which organises the International Event.
- 2.2. Priority shall be given to International Events organised by non-profit organisations.

### **3. REQUIREMENTS FOR THE EVENT**

- 3.1. The Reimbursement may be granted if participants from abroad attending the International Event account for at least 40% of the total number of participants.

- 3.2. The amount of Reimbursement depends on how the International Event meets the following criteria:
  - 3.2.1. The theme of the event covers areas such as ICT, Fintech, lasers, photonics, biotech, medicine, culture, smart specialisation priorities (according to [sumani2020.lt](http://sumani2020.lt));
  - 3.2.2. The planned total number of participants at the International Event shall be at least 100 (one hundred);
  - 3.2.3. The event shall enhance the competitiveness of Vilnius by raising its international ranking, in line with the strategically important industries, which are not specified in item 3.2.1 of the Rules (international transport, tourism, marketing, film industry, start-ups);
  - 3.2.4. The International Event is scheduled outside the tourist season (i.e. between October 1st and April 1st);
  - 3.2.5. The duration of the international event shall be at least 2 (two) days.

#### **4. REQUIREMENTS FOR REIMBURSEMENT OF EVENT ORGANISATION EXPENSES**

- 4.1. Only expenses directly linked to the organisation of the International Event shall be reimbursed:
  - Rental of premises and equipment;
  - Travel and/or accommodation of an international media representative;
  - Catering for participants;
  - Publicity of the event;
  - Entertainment and educational services and/or outings, if they are an integral part of the event;
  - Public and private transport, transportation and parking;
  - Services of the event organiser.

#### **5. SUBMISSION AND EVALUATION OF APPLICATIONS**

- 5.1. In order to obtain the Reimbursement, the Applicant must submit an Application to GO Vilnius.
- 5.2. The Application may be submitted by sending a completed Application by e-mail to [convention@vilnius.lt](mailto:convention@vilnius.lt) or by submitting the Application on the GO Vilnius website at [www.govilnius.lt](http://www.govilnius.lt).
- 5.3. The Application must be submitted at least 60 calendar days before the start of the International Event. If the Application is submitted later, GO Vilnius shall reserve the right to refuse the Application for evaluation.
- 5.4. When evaluating Applications, Applicants shall not be discriminated against on grounds of gender, origin, social status, race, nationality, religion, political opinion or other criteria related to human rights.
- 5.5. Application evaluation shall take into account the requirements set out in the Rules for the Applicant and the International Event, as well as the potential of the event to contribute to the achievement of the goals of GO Vilnius.
- 5.6. During the evaluation of the application, GO Vilnius may request the Applicant to provide any missing information and/or documents.
- 5.7. GO Vilnius shall carry out an objective and comprehensive evaluation of each Application submitted and shall decide to award / not to award the Reimbursement.
- 5.8. GO Vilnius shall evaluate Applications received also by taking into account the amount of funds allocated for the promotion of International Events and, therefore, shall not be obliged to allocate the Reimbursement for all events that meet the requirements set out in the Rules. In such cases, when the evaluation of Applications reveals that the Expert

Evaluation results in the same number of points, the criterion of the earlier submission shall be used.

- 5.9. The Applicant shall be informed of the result of the Application evaluation and the decision regarding the award / non-award of the Reimbursement by e-mail to the address indicated in the Application within 14 working days from the receipt of the Application, in the form of an Information Notice sent to the Applicant.

## **6. CONCLUSION OF THE CONTRACT**

- 6.1. The Contract with the Applicant shall be deemed concluded from the moment when the Information Notice is sent to the Applicant by e-mail to the address indicated in the Application following the Expert Evaluation.
- 6.2. In the event that the Reimbursement awarded differs from the Reimbursement indicated in the Application, the Contract shall be deemed concluded with the Applicant for the Reimbursement awarded, provided the Applicant sends its agreement-confirmation to GO Vilnius within 5 working days.
- 6.3. The current version of the Rules shall form an integral part of the Contract.

## **7. PROCEDURE FOR AWARDING THE REIMBURSEMENT**

- 7.1. The amount of the Reimbursement to be awarded shall depend on the criteria specified in the Rules, the expected return of the International Event, other relevant circumstances related to the International Event, the total number of Applications submitted and the corresponding allocation for reimbursement of expenses for the organisation of International Events.
- 7.2. The method of awarding the Reimbursement shall be chosen by GO Vilnius, namely, the awarded reimbursement may be paid directly to the Applicant prior to the event or after the event has taken place.
- 7.3. The Approved Reimbursement amount shall be intended to cover only the direct expenses associated with the organisation of the International Event, excluding the value added tax due on goods and/or services.
- 7.4. If the Reimbursement is awarded, the Applicant must submit an invoice to GO Vilnius for the amount of the awarded Reimbursement. If the Applicant is a payer of value added tax, the invoice must indicate the value added tax amounting to 0.00, since, pursuant to Article 3 of the Law on Value Added Tax of the Republic of Lithuania, these expenses are not considered to be subject to value added tax. The following must be stated in the invoice next to the name of the service: **Reimbursement of expenses for the organisation of the International Event.**
- 7.5. If the planned International Event for which GO Vilnius has awarded the Reimbursement and the Reimbursement has already been paid to the Applicant is cancelled due to force majeure circumstances approved in accordance with the procedure laid down in the legislation of the Republic of Lithuania, GO Vilnius may, at its discretion, decide not to reclaim the Reimbursement from the Applicant, taking into account the loss incurred by the Applicant in connection with the organisation of the International Event.

## **8. REPORT**

- 8.1. The Applicant must submit a Report to GO Vilnius no later than 20 working days after the event. Along with the Report, the Applicant must submit the supporting documents (invoices) regarding the relevant expenses for the organisation of the event, provide at least 5 photos from the International Event or a link to the photo gallery, and evidence that sightseeing tours of Vilnius (pre-/post- conference tours) have been included in the programme of the International Event.

- 8.2. Upon submission of the Report by the Applicant showing that the Applicant has duly fulfilled its obligations, the Reimbursement shall be paid to the Applicant's account within 14 working days from the date of submission of the invoice.
- 8.3. If the Applicant fails to submit the Report within the timeframe specified in item 8.1 of the Rules or if it submits the Report showing that the Applicant has failed to fulfil or has improperly fulfilled its obligations, GO Vilnius shall be entitled to refuse to reimburse all or part of the expenses in question. In the event that the Reimbursement has already been paid to the Applicant, the Applicant shall be obliged to repay the Reimbursement paid to him or the relevant claimed part of the Reimbursement, without delay but no later than within 10 working days.

## **9. OTHER OBLIGATIONS OF GO VILNIUS**

- 9.1. GO Vilnius undertakes to process all personal data provided by the Applicant for the purpose of reimbursement of expenses for the organisation of the International Event, taking into account the requirements of the legislation of the Republic of Lithuania.

## **10. OTHER OBLIGATIONS OF THE APPLICANT**

- 10.1. Following the award of the Reimbursement by GO Vilnius, the Applicant shall:
- Offer walking sightseeing tours of Vilnius to the participants of the International Event and include them in the programme of the event. The price of these sightseeing tours shall be included in the amount of the awarded Reimbursement;
  - If necessary, allow representatives of GO Vilnius to conduct interviews with the International Event organiser and participants during the event. The purpose of the interviews is to assess the economic impact of a particular event on the city of Vilnius and to obtain feedback on tourism and/or business products and services;
  - If necessary, provide GO Vilnius with detailed information about the event, its participants, the revenues received and expenses incurred in order to assess the economic impact of the event on the city of Vilnius.
  - Mention in the promotional material of the event that GO Vilnius is a friend and a partner of the event, unless otherwise specified by GO Vilnius.
- 10.2. The Applicant certifies that all information provided in its Application and its Report, and any other information related to reimbursement of expenses for the organisation of the International Event is true and correct, and the Applicant assumes full responsibility in this respect.

## **12. FINAL PROVISIONS**

- 12.1. The Rules have been drawn up in accordance with the legislation of the Republic of Lithuania and the procedures for reimbursement of expenses for the organisation of International Events approved by the chief executive of GO Vilnius.
- 12.2. GO Vilnius may update or amend the Rules at any time. Such updated or amended Rules will enter into force upon posting on the website of GO Vilnius at [www.govilnius.lt](http://www.govilnius.lt). The current version of the Rules in force on the date of submission of the Application shall apply to the Applicant.