

**REPORT ON COMPENSATION OF EXPENSES FOR THE
ORGANISATION OF INTERNATIONAL EVENT**

___/_____/2022

APPLICANT DETAILS	
Name of the legal entity	
Legal entity code	
DETAILS OF THE EVENT THAT HAS TAKEN PLACE	
Event Title	
Event date (start - end)	
Duration more than 4 hours (without interruption)	<input type="checkbox"/> YES
Name of meeting location (premises for which the rent is paid)	
Event subject / sector	
Event type	<input type="checkbox"/> IN-PERSON <input type="checkbox"/> HYBRID
Total number of on-site participants (min. 30, excl. speakers, organisers, suppliers)	
Percentage of on-site foreign participants	
Planned number of virtual participants (rough estimate, min 20% of the total number of on-site participants)	
Total event budget	
Results of the event, the lasting value for Vilnius	
Amount allocated for reimbursement of expenses for the organisation of the event, EUR	

Type of eligible expenses claimed and certified (please tick up to 3)	<input type="checkbox"/> Rental of premises and equipment <input type="checkbox"/> Catering for participants <input type="checkbox"/> Transportation <input type="checkbox"/> Publicity of the event <input type="checkbox"/> Entertainment services <input type="checkbox"/> Event organiser services
ADDITIONAL INFORMATION ABOUT THE EVENT	

- I hereby acknowledge and confirm that all of the details I have provided are complete and true and I assume all responsibility in this regard.
- I hereby consent to GO Vilnius to use all information and photos related to the event for statistical, economic impact on the city and marketing purposes

The report and associated documentations shall be submitted no later than within 20 working days after the end of the event.

Associated documents to be submitted:

- Documents substantiating costs of renting the premises and other costs marked in the Application (invoices, etc.);
- Signed list of on-site participants who actually participated in event with name, surname, institution, city, country. The list can also be provided from digital registration system;
- Event programme showing the duration of the event;
- Evidence that Vilnius promo material was used before and / or during the event (photo, video, screenshots, etc.)
- At least 5 photos from the event or a link to the photo gallery;

Applicant

(name, surname, signature)