



**GUIDELINES FOR THE COMPENSATION FOR
EXPENSES INCURRED IN ORGANISING
INTERNATIONAL CONFERENCES**

Conference Support Programme

Valid from 23 February 2023

1. DEFINITIONS

GO Vilnius shall mean public institution GO Vilnius, legal entity code 123641468, registered office address Gynėjų str. 14, Vilnius, the objective of which is to work in the public interest by carrying out activities beneficial for the society in the areas of international tourism, business and marketing and by publicly providing relevant services to members of the public. One of the tasks of the institution is to support international conferences in the city of Vilnius.

Guidelines shall mean these Guidelines for the Compensation for Expenses Incurred in Organising International Conferences drawn up in accordance with Order No V-18 of the Director of GO Vilnius, dated 21 June 2021, as amended, in accordance with GO Vilnius' Statutes and objectives and following requirements of legal acts of the Republic of Lithuania.

Programme shall mean the programme for support of international conferences in the city of Vilnius, during which GO Vilnius grants a compensation of expenses incurred in organising an International Conference to the organiser of the International Conference (the Applicant) in accordance with these Guidelines.

International Conference shall mean an event taking place in the city of Vilnius, which is intended exclusively for the target audience, with solely professionally based participation (e.g. participants sent by the employer, for research purposes, etc.) and with over 40% of participants being foreign ones. Such events include conferences, congresses, forums, assemblies, training events, workshops or other scientific or business events of similar character.

Applicant shall mean the organiser of an International Conference who meets the criteria set in the Guidelines and who has submitted to GO Vilnius, an application for compensation for expenses incurred in organising an International Conference according to the procedure set herein.

Application shall mean a document for the compensation for expenses of organising an International Conference completed by the Applicant and submitted according to the procedure set out in the Guidelines. The Application form is available [here](#).

Compensation shall mean the monetary amount granted by GO Vilnius as compensation for expenses of organising an International Conference.

Expert Evaluation shall mean the evaluation of Applications performed according to the procedure set by GO Vilnius and according to the criteria and other conditions established in the Guidelines, on the basis of which a conclusion on the granting/non-granting of the Compensation is made.

Information Notice shall mean a notice sent to the Applicant by email whereby the granting/non-granting of the Compensation is confirmed and the monetary amount of the Compensation granted is indicated, also the method of granting the Compensation are specified.

Agreement shall mean the agreement on the compensation for expenses incurred in organising an International Conference, concluded in accordance with the Guidelines. According to these Guidelines, the following are the integral parts of the Agreement: (i) the Application; (ii) the Information Notice and (iii) the Guidelines. GO Vilnius and the Applicant shall not enter into a separate agreement on the compensation for expenses incurred in organising an International Conference, except in cases provided for in these Guidelines.

Report shall mean a report on an International Conference held by the Applicant and submitted according to the procedure set out in the Guidelines. The Report form is available [here](#).

2. ELIGIBILITY REQUIREMENTS FOR APPLICANTS

2.1 Eligible Applicants

- Public or private legal entities registered in the Republic of Lithuania or abroad which organise an International Conference at their own cost and assume financial, economic, organisational and legal responsibility for the organisation of the International Conference;
- Organisers (agencies, PCO's, DMC's) of International Conferences acting on behalf of the ultimate organiser of the International Conference (client) and which are able to present proof of such representation.

2.2 Ineligible Applicants

- Legal entities who have suspended their operations/payments and in respect of whom bankruptcy proceedings have been instituted or bankruptcy petition has been filed;
- Political parties.

3. ELIGIBILITY REQUIREMENTS FOR INTERNATIONAL CONFERENCES

3.1 Eligible International Conferences

International Conferences, which increase the global visibility of Vilnius city as a centre of competences in various fields and as a place for conferences and which meet all the following criteria, are eligible for the Programme:

- The International Conference takes place in a paid space in Vilnius;
- The International Conference is attended by at least 30 (thirty) participants (only participants who are physically present are counted, excluding speakers, organisers, service staff, etc.);
- At least 40% (forty percent) of the participants of the International Conference are foreigners who came to Vilnius for the purpose of attending the conference (only participants who are physically present in the event are counted);
- The duration of the International Conference is at least 1 (one) day, i.e., at least 4 (four) hours (breaks are not included);
- Only registered participants known to the organiser take part in the International Conference;
- The International Conference is intended for a target audience and participation is solely professionally-based (e.g. participants sent by the employer, for research purposes, etc.).

3.2 Ineligible International Conferences

- Fairs, exhibitions, and similar events even if they are intended for professionals;
- Sports and cultural events;
- Discussions, various sessions, trainings, presentations, awards, and other events as part of exhibitions, fairs, festivals;

- Festivities, parties, and other entertainment events of private enterprises or private persons, gala dinners, award events, etc.;
- Events the main purpose of which is not professional, but leisure or recreation;
- Events that the Applicant or a third party must hold by law;
- Events of political parties;
- GO Vilnius has the right not to accept the Application and not to grant Compensation for International Conferences/events for which funding is allotted from the state budget of the Republic of Lithuania or the EU funding programmes, funds. Monetary sponsorship from sponsors or partners shall not be considered as a source of funding for the event.

4. DETERMINING THE COMPENSATION AMOUNT

4.1 The amount of the Compensation depends on the points assigned during the evaluation of the Application. Points shall be assigned to the following 6 criteria of the event:

- Number of participants;
- Topic/sector of the International Conference. Additional points are assigned if the International Conference falls within one of the priority sectors for Vilnius: information and communication technology (ICT), biotechnologies, lasers and other physics technologies, financial technologies (Fintech);
- Duration of the International Conference;
- Strategic importance of the International Conference for the city of Vilnius. Points are assigned if the International Conference increases the competitiveness of Vilnius and improves its international ratings;
- The international character of the International Conference;
- The impact of the International Conference on hosting other potential events. Points are assigned if the organisation of the International Conference for which a Compensation Application is made has a material impact on the hosting of another International Conference.

4.2 The maximum Compensation for an International Conference is EUR 30,000 (thirty thousand euros). The actual number of participants, the percentage of foreigners, and the duration of the International Conference are the decisive criteria for the determination of the final Compensation amount. Possible Compensation amount:

2 points	up to EUR 1,000
3–4 points	up to EUR 4,000
5–6 points	up to EUR 6,000
7–8 points	up to EUR 8,000
9–10 points	up to EUR 12,000
11–12 points	up to EUR 16,000
13–14 points	up to EUR 22,000
15–16 points	up to EUR 26,000
17–18 points	up to EUR 30,000

5. ELIGIBLE EXPENSES

5.1 Only expenses directly related to the organisation of the International Conference can be compensated:

- Venue and equipment rent;
- Catering for participants;
- Transport within the city of Vilnius;
- Publicity of the event;
- Entertainment services;
- Event organiser's services.

5.2 Expenses not included in paragraph 5.1 of the Guidelines shall not be compensated and shall not be covered by the granted amount of the Compensation. GO Vilnius shall have the right to compensate other expenses not included in paragraph 5.1 of the Guidelines only by a separate order of GO Vilnius.

6. PROCEDURE FOR GRANTING THE COMPENSATION

6.1 Submission of the Application

- An Application for the Compensation shall be submitted electronically either by submitting it on www.govilnius.lt or by sending a completed form to the email address convention@vilnius.lt. The (electronic) form of the Application is available [here](#).
- Only one Application can be submitted per one International Conference. A separate Application shall be submitted for each International Conference.
- The submitted Application must be completed properly and accurately (with full details on the Applicant / organiser, event, location, date and time, event duration, participants, and event budget), all documents required in the Application must be attached. If not all information about the event is known at the time of submitting an Application, preliminary information must be provided.
- The Application must be submitted no later than 30 (thirty) calendar days prior to the start of the International Conference. If the Application is submitted after the deadline specified in the Guidelines and / or not in accordance with all the terms and conditions specified in this paragraph 6.1, GO Vilnius shall have the right to refuse to accept the Application for evaluation.
- Applications can be submitted by both non-profit organisations and profit-seeking legal entities. GO Vilnius shall have the right to prioritise Applications submitted by non-profit organisations. Profit-seeking legal entities can submit Applications for up to 2 (two) events in the same calendar year. This limitation does not apply to hired conference or event organizers (agencies, PCO's, DMC's) acting on behalf of and in the interests of their client, the ultimate organiser of the conference.

6.2 Evaluation of the Application

- After the Applicant submits the documents indicated in paragraph 6.1 of the Guidelines, an Expert Evaluation shall be performed as to whether the Application and the Applicant meet all the criteria specified in paragraph 3.1 of the Guidelines.
- GO Vilnius evaluates the Applications received taking into account the availability of funds available for the promotion of International Conferences, and, therefore, is not obligated to grant

the Compensation to all International Conferences which meet the requirements set out in the Guidelines. Applications are evaluated in the order of their receipt.

- The Applicant shall be informed about the result of the evaluation of its Application and the decision on the granting/not granting of the preliminary Compensation by an Information Notice sent to the email address provided in the Application within 14 (fourteen) business days after receipt of the Application.
- The final amount of the Compensation shall be approved after the International Conference, upon examination of the submitted Report on the International Conference and other documents verifying the use of the funds.
- The Compensation amount granted cannot exceed more than 60% (sixty percent) of the budget of the International Conference. The preliminary budget must be presented along with the Application and the actual budget – along with the Report, after the end of the International Conference.
- The duration of the International Conference shall be calculated from the date on which the first working session begins in accordance with the program of the International Conference. The preliminary program of the International Conference must be presented along with the Application and the final program – along with the Report, after the end of the International Conference.
- The Applicants shall not be discriminated against on the grounds of gender, origin, social status, race, nationality, religion, political views, and other criteria related to human rights.
- The evaluation of the Applications shall take account of the eligibility requirements set for the Applicants and International Conferences in these Guidelines as well as of the potential of the International Conference to contribute to the implementation of GO Vilnius' objectives.
- In the process of evaluating the Application, GO Vilnius may request the Applicant to provide missing information and / or other necessary or additional documents, and the Applicant must provide them. If additional information and / or documents are not provided, the examination of the Application may be ceased, and the Application may be rejected.
- International Conferences that do not meet the criteria set out in paragraphs 3.1, 6.1–6.2, 6.4– 6.6 of the Guidelines either in full or in part may be granted the Compensation in exceptional cases only, based on a separate order adopted by the Director of GO Vilnius disregarding the requirements of the Guidelines, but in line with the objectives of GO Vilnius set in its Statutes. Each exceptional case listed in this paragraph of the Guidelines shall be examined separately and in each case a separate order of the Director of GO Vilnius regarding granting of the Compensation shall be adopted.

6.3 Conclusion of the Agreement

- An Agreement with the Applicant shall be deemed concluded on the moment when, upon completion of the Expert Evaluation of the Application, an Information Notice is sent to the Applicant to the email address specified in the Application, specifying the approved preliminary Compensation amount granted.
- The Guidelines shall constitute an integral part of the Agreement. The version of the Guidelines effective on the date of submission of the Application shall apply to the Applicant.
- GO Vilnius shall have the right to present and conclude a separate Agreement with the Applicant for compensation of expenses incurred in organising of an International Conference. The Applicant shall be informed in advance of the conclusion of such an Agreement.

6.4 Report and submission of proof of the use of funds

- The Report and proof of the use of the funds shall be submitted no later than within 20 (twenty) business days after the end of the International Conference electronically on the website www.govilnius.lt or by sending a completed form with attachments by email to convention@vilnius.lt. The (electronic) form of the Report is available [here](#).
- The following documents must be submitted along with the Report:
 - ✓ Supporting documents proving the venue rent expenses and other expenses incurred in organising the International Conference (invoices, bank payment orders, etc.);
 - ✓ The list of actual participants of the International Conference, specifying first name, surname, institution, country. The presented list of participants may also be retrieved from the electronic registration system if it contains all the necessary statistical information about participants. The list must be signed by the Applicant. The Applicant must ensure that participants of the International Conference would be properly informed about the processing of their personal data and the transfer of personal data to GO Vilnius;
 - ✓ The program of the International Conference, which would show the first and last working session of the International Conference;
 - ✓ Actual budget of the International Conference;
 - ✓ Proof that participants of the International Conference were introduced to the city of Vilnius (by presenting photos, videos, giving guided tours, etc.);
 - ✓ At least 5 (five) photos of the International Conference or a link to a photo gallery.
- GO Vilnius shall have the right to request the Applicant to present missing information and / or other necessary or mandatory Report documents and the Applicant must present them. If additional information and / or documents are not provided, the Applicant may be denied the Compensation.

6.5 Procedure for granting the Compensation

- GO Vilnius shall determine the final Compensation amount within 14 (fourteen) business days after submission of the proof of the use of the funds (the Report), and the Applicant shall be notified of it electronically.
- If the actual number of participants is higher than the planned number, the final Compensation amount shall not be increased, and if the actual number of participants is lower than the planned one, GO Vilnius shall have the right to reduce the Compensation amount.
- If the actual number of participants is lower than 30 (thirty) and / or the duration of the International Conference is shorter than 4 (four) hours and / or the percentage of foreign participants is lower than 40% (forty percent), no Compensation shall be assigned to the Applicant.
- The Compensation shall be paid to the Applicant after the end of the International Conference. In certain cases, the Applicant may present proof of expenses incurred for the marketing and publicity of the International Conference before the International Conference, then GO Vilnius shall have the right to pay the Compensation or part of it to the Applicant before the International Conference.
- If the Applicant does not submit the Report and other proof of use of the funds or if the documents submitted show that the obligations of the Applicant have not been performed properly, or if it turns out that the information presented by the Applicant was false, GO Vilnius may refuse to grant the Compensation for relevant expenses or a part thereof at any time. If the Applicant received the Compensation or a part thereof prior to the International Conference, the Applicant shall be obliged

to repay the received Compensation or a relevant amount thereof in full without delay but in any case, no later than within 14 (fourteen) business days.

- The amount of the Compensation granted shall depend on the meeting of the criteria set out in the Guidelines by the International Conference, the return value of the planned International Conference, the total number of the Applications received and the availability of funds for the compensation for expenses incurred in organising International Conferences.
- The Compensation amount is intended solely for direct expenses incurred in the organisation of an International Conference, i.e. the expenses indicated in paragraph 5.1 of the Guidelines, whereas the amount of expenses to be compensated ***shall not include the value added tax (VAT) payable on goods and/or services.***

6.6 Procedure for paying the Compensation

- After the Compensation is finally approved, i.e. after the Applicant submitted the Report and GO Vilnius approved it following the procedure set out in these Guidelines, the Applicant shall issue to GO Vilnius an invoice or another suitable accounting document for the amount of the Compensation. Where the Applicant is registered as a VAT payer, the invoice must state the VAT amount of EUR 0.00 (see Article 3 of the Law of the Republic of Lithuania on Value Added Tax). The description of the service in the invoice must be followed by the words: ***Compensation for expenses incurred in organising the International Conference.***
- The Compensation shall be transferred to a bank account specified by the Applicant within 30 (thirty) business days after the date of issuance of the invoice or another suitable accounting document to GO Vilnius. Payments shall be made in euros.
- If, due to *force majeure* circumstances confirmed in accordance with the legal acts of the Republic of Lithuania, a planned International Conference to which GO Vilnius had granted Compensation and paid it before the International Conference, is cancelled, GO Vilnius may decide, at its own discretion, not to claim repayment of the Compensation from the Applicant having regard to losses incurred by the Applicant in relation to the organisation of the International Conference. The Applicant must immediately notify GO Vilnius of such obstacles and their impact on the fulfillment of obligations of the Applicant. *Force majeure* shall not include situations where goods required for the fulfillment of an obligation are not available in the market, the Applicant does not have necessary financial resources, or the supplier, service provider, etc. selected by the Applicant acts in breach of its obligations.
- If the International Conference cannot take place due to circumstances beyond the control of the organiser (the Applicant), due to which certain restrictions on the organisation of events are imposed (pandemic, war, etc.), actual expenses incurred in organising the International Conference, however, no more than 60% (sixty percent) of the approved initial Compensation amount, may be recognised as eligible for payment. In such a case, the Applicant must prove that the expenses incurred by the Applicant were unavoidable. GO Vilnius shall take a decision on the eligibility of such expenses at its own discretion, having regard to the available funds for compensating expenses incurred in the organisation of International Conferences. Each situation listed in this paragraph of the Guidelines shall be examined on a case-by-case basis.

7. OTHER OBLIGATIONS

7.1 GO Vilnius undertakes to:

- Provide informational and image-creating material on the city of Vilnius (photos, videos) to the Applicant in order that it could be used for the International Conference marketing and publicity purposes for presenting the city of Vilnius in the most attractive manner and inviting the maximum possible number of foreign participants to the International Conference;
- Process all the personal data provided by the Applicant solely for the purposes of the performance of the Programme, with regard to requirements set in legal acts and following the [Privacy Policy](#) of GO Vilnius.

7.2 GO Vilnius has the right:

- To request the Applicant to submit, within a specified time limit, documents and data relating to the execution of the International Conference;
- If necessary, to request additional information or documents from the Applicant if, in the opinion of GO Vilnius, the information provided by the Applicant is insufficient;
- Where substantial violations in the use of the Compensation which cannot be remedied are identified, to take the necessary measures to recover the Compensation or part of it which was used unduly;
- In case of becoming aware, before the execution of the International Conference, during or after the International Conference, that the Applicant presented false information, and did not meet the applicable terms and conditions, GO Vilnius shall be entitled to recover all or part of the Compensation granted.

7.3 The Applicant undertakes to:

- Give an opportunity to GO Vilnius representatives (2 persons) to participate in the International Conference free of charge;
- Increase visibility of Vilnius by integrating the Vilnius city message into the communication and program of the International Conference by use of photos, videos, tours in the city, etc.;
- If necessary, provide an area to GO Vilnius free of charge for the placement of a stand or a special zone in the space where the International Conference is held. The costs of the stand shall be borne by GO Vilnius;
- If necessary, include questions important for GO Vilnius in the surveys of participants in the International Conference conducted during and / or after the International Conference in order to assess the economic impact of the International Conference on the city of Vilnius and to receive feedback on the quality of tourism and / or business products / services offered by the city of Vilnius;
- If necessary, provide GO Vilnius with detailed information about the International Conference and its participants, income earned and expenses incurred, in order to assess the economic impact of the International Conference on the city of Vilnius;
- Immediately inform GO Vilnius if, in the process of planning and getting ready for the International Conference, certain changes occur which substantially or partially change the information in the Application, referring to which a preliminary Compensation was / was not granted;
- Not to use GO Vilnius logo and other intellectual property of GO Vilnius without GO Vilnius' written consent. Specify, if necessary, GO Vilnius as a friend / partner of the International Conference in the information material of the International Conference;

- The Applicant confirms that all information provided in the Applicant's Application and / or the Report, also the documents present along and any additional information, are complete and correct and assumes all related liability in accordance with these Guidelines and in accordance with the procedure established in the legal acts of the Republic of Lithuania. If the Applicant does not perform or fails to properly perform any of its obligations under these Guidelines, and presents inaccurate or false information, it shall be deemed to have breached the Guidelines. In this case, GO Vilnius shall have the right to recover all the granted Compensation or any part of it. **Also, GO Vilnius shall have the right not to accept the Applications of the Applicant that breached the Guidelines concerning any other International Conferences that it may organise in the future.**

8. FINAL PROVISIONS

- The Guidelines were drawn up in accordance with the legal acts of the Republic of Lithuania and in line with the Statutes and objectives of GO Vilnius.
- GO Vilnius shall have the right to amend and / or supplement the Guidelines unilaterally at any time. The new Guidelines shall enter into force after their publication on www.govilnius.lt. The version of the Guidelines effective on the date of submission of the Application shall apply to the Applicant.

Version of 23 February 2023