

**VILNIUS  
CONFERENCE SUPPORT  
PROGRAMME**

Rules for Reimbursement  
of Conference  
Organisation Costs

Effective from 1 April 2026

## 1. DEFINITIONS

**GO Vilnius** – a public institution “GO Vilnius”, legal entity code 123641468, registered at Gynėjų g. 14, Vilnius, whose purpose is to serve the public interest by carrying out activities in international tourism, business, and marketing. One of its objectives is to promote international conferences in Vilnius.

**Rules** – these Rules for Reimbursement of Conference Organisation Costs, adopted in accordance with GO Vilnius internal regulations and applicable legislation of the Republic of Lithuania.

**Programme** – the Vilnius Conference Support Programme under which GO Vilnius provides financial support (grant) to organisers of international conferences in accordance with these Rules.

**International Conference** – a professional event held in Vilnius for a defined target audience, attended for professional or academic purposes, where international participants constitute at least the minimum percentage defined in these Rules. This may include a conference, congress, forum, assembly, training, seminar, or similar event.

**Applicant / Organiser** – the organiser of the International Conference who meets the criteria set out in these Rules and submits an application.

**Application** – the completed application form submitted by the Applicant in accordance with these Rules.

**Grant** – financial support awarded by GO Vilnius for eligible conference organisation costs.

**Evaluation** – the assessment of Applications carried out in accordance with these Rules.

**Information Notice** – written notification informing the Applicant of the decision on the grant.

**Agreement** – the agreement on funding, consisting of the Application, the Information Notice, and these Rules. Generally, no separate written agreement is concluded between GO Vilnius and the Applicant, unless GO Vilnius decides otherwise in accordance with these Rules.

**Report** – the post-event report submitted by the Applicant.

## 2. ELIGIBILITY OF APPLICANT AND APPLICATION CONDITIONS

### 2.1 Eligible Applicants

- Legal entities registered in Lithuania or abroad organising an international conference and assuming full responsibility for its delivery.
- Professional conference organisers (PCOs) acting on behalf of the main organiser.

### 2.2 Ineligible Applicants

- Entities undergoing bankruptcy, restructuring or suspension of activities.
- Political parties and related entities.

### 2.3 Restrictions

- Conferences held regularly in Vilnius are not eligible.
- A conference is considered recurring if it has taken place in Vilnius within the past 3 years or is planned to be held regularly.

- This does not apply to conferences rotating between destinations and awarded through a competitive bidding process.
- If there is uncertainty, GO Vilnius assesses the event’s history, format, target audience, and organisational model and makes the final decision.

### 3. ELIGIBLE CONFERENCES

#### 3.1 Eligible Conferences

To qualify for funding, a conference must meet all the following criteria:

- Have at least 50 in-person participants, excluding organisers and staff.
- Meet minimum international participation thresholds (i.e., their permanent place of work or residence is outside Lithuania):

<b>Total participants</b>	<b>Minimum international share</b>
50 – 99	70 %
100 – 499	50 %
500 – 999	40 %
1000+	30 %

- The conference must last at least 2 days, with a minimum of 4 hours of programme content per day. Programme content includes presentations, discussions, panels, and sessions taking place at the main conference venue. Social events (e.g. dinners), site visits, or technical tours are not considered part of the official programme.
- Only pre-registered participants recorded in the registration system may be counted.
- The conference must be intended for a defined professional or academic audience, where participation is based on professional, scientific, or business-related purposes (e.g., employer assignment, research, or professional activity).

#### 3.2 Ineligible Events

- Trade fairs, exhibitions, and similar formats, even if they are intended for professional audiences.
- Cultural, entertainment, or sports events, including festivals and competitions.
- Individual sessions, meetings, or activities that are part of larger exhibitions, fairs, or festivals (e.g., side events, workshops, presentations).
- Corporate or private events, including company celebrations, incentive trips, team-building events, gala dinners, and award ceremonies.
- Events where the primary purpose is leisure, networking, or hospitality, rather than professional or academic content.
- Events that the Applicant or a third party is legally required to organise.
- Political events, including those organised by political parties or related entities.
- Events primarily focused on religious, spiritual, motivational, or personal development activities.
- Governmental, institutional, or official events, such as the presidency, official meetings, or diplomatic events.
- Events that are predominantly funded by public sources (e.g., state budget, municipal funding, EU programmes, or other public funding schemes). Income generated from sponsors or partners is not considered public funding.

- GO Vilnius reserves the right not to accept or evaluate an application, or not to award a grant, if the conference is predominantly financed from public sources or does not align with the objectives of the Programme.

## 4. GRANT AMOUNT

### 4.1 Evaluation Criteria

Applications are scored (max. 22 points) based on:

- Number of participants
- International attendance
- Duration
- Sector (priority: ICT, biotech, fintech, lasers, and other physical technologies)
- Seasonality (November–March)
- Strategic value to Vilnius
- Potential to bring new events

### 4.2 Grant Levels

The maximum grant per conference is **EUR 30,000**. The final grant amount is determined based on the score achieved during the evaluation and is subject to the available budget.

The grant amount is calculated according to the following scale:

Score	Grant
3 – 4	up to €5,000
5 – 6	up to €8,000
7 – 8	up to €12,000
9 – 10	up to €15,000
11 – 13	up to €17,000
14 – 16	up to €20,000
17 – 19	up to €25,000
20 – 22	up to €30,000

## 5. ELIGIBLE COSTS

### 5.1 Eligible Costs

- Venue and equipment rental
- Catering during the programme
- Local transport within Vilnius
- Marketing and promotion
- Social or cultural programme
- Event management services

### 5.2 Exceptional Cases

Costs not listed in Section 5.1 are not eligible for funding. However, in exceptional and duly justified cases, GO Vilnius may decide to approve other costs that are directly related to the organisation of the conference and can be clearly substantiated.

## 6. GRANT PROCEDURE

### 6.1 Application Submission

- Applications must be submitted electronically via [www.govilnius.lt](http://www.govilnius.lt) or by sending the completed form by email to [convention@govilnius.lt](mailto:convention@govilnius.lt). The application form is available on the GO Vilnius website.
- Only one Application per conference may be submitted, regardless of whether it is submitted by the Applicant or a third party involved in the organisation of the conference.
- If the Applicant organises multiple conferences, a separate Application must be submitted for each event.
- The Application must be complete and accurate, including detailed information about the Applicant, the event, venue, dates, duration, participants, and budget. All required documents must be attached and clearly indicate the event name, date, and location. If not all information is available at the time of submission, preliminary information must be provided.
- The Applicant must submit a preliminary conference budget, including all known or planned sources of funding. Funding sources include all conference income, such as participation fees, sponsorship or partnership contributions, and public funding (state, municipal, EU, or other programmes).
- The Applicant must inform GO Vilnius of any significant changes in the event's financing (e.g., additional funding from other sources). Failure to provide complete and accurate information may result in the reduction, refusal, or recovery of the grant.
- GO Vilnius may request clarifications or additional documents. The Applicant must provide the requested information within 5 working days from the date of the request. Failure to do so may result in the Application being rejected.
- The Application must be submitted at least 30 calendar days before the start of the conference. Applications submitted after this deadline or that do not meet the requirements set out above may not be accepted or evaluated by GO Vilnius.

### 6.2 Application Evaluation

- Once the documents listed in Section 6.1 have been submitted, GO Vilnius carries out an evaluation to determine whether the Application meets the eligibility requirements, including those set out in Sections 2 and 3.
- Applications are evaluated taking into account the available budget for conference support, and GO Vilnius is not obliged to award a grant to all conferences meeting the eligibility criteria. Applications are assessed in the order in which they are received.
- The Applicant is informed of the evaluation result and the decision on the preliminary grant (awarded / not awarded) by email within 20 working days from the receipt of all required documents.
- The final grant amount is confirmed after the conference, upon review of the Report and supporting documents.
- The grant may not exceed 60% of eligible conference costs. A preliminary budget must be submitted with the Application, and the final budget with the Report.
- The duration of the conference is calculated from the first official session included in the programme. A preliminary programme must be submitted with the Application, and the final programme with the Report.
- During the evaluation, GO Vilnius considers both the formal eligibility requirements and the conference's contribution to Vilnius in terms of international visibility, economic impact, and overall value to the city.

- GO Vilnius may request clarifications or additional documents. The Applicant must provide the requested information within 5 working days. Failure to do so may result in the Application being rejected.
- If a conference is organised for the first time, or where there is insufficient historical data to reliably assess key indicators (such as participant numbers or international attendance), or where the submitted data raises reasonable concerns, GO Vilnius may decide to assess the Application only after the conference has taken place, based on actual results. In such cases, no preliminary decision may be issued.
- In exceptional cases, a grant may be awarded to conferences that do not meet all eligibility criteria, based on a separate decision by the Director of GO Vilnius. Each case is assessed individually, in line with the organisation's objectives.
- Conferences that were secured before these Rules came into force, and where GO Vilnius was involved in the bidding process, may be subject to individual evaluation, even if they do not fully meet all criteria. In such cases, the decision is based on available information, including prior correspondence, preliminary data, or other supporting materials.

### **6.3 Conclusion of the Agreement**

- The Agreement is considered concluded once the Applicant receives the Information Notice confirming the preliminary grant amount.
- For the purposes of these Rules, the Agreement consists of: (i) the Application; (ii) the Information Notice confirming the preliminary grant; and (iii) these Rules.
- These Rules form an integral part of the Agreement. The version of the Rules applicable to the Applicant is the one in force on the date the Application is submitted.
- In exceptional cases, GO Vilnius may decide to conclude a separate written agreement with the Applicant. The Applicant will be informed in advance if this applies.

### **6.4 Reporting and Submission of Supporting Documents**

- The Report and supporting documents must be submitted no later than 30 working days after the end of the conference. This deadline may be extended in justified cases, subject to prior agreement with GO Vilnius.
- The Report must be submitted electronically via the GO Vilnius website or by sending the completed form and supporting documents by email to [convention@govilnius.lt](mailto:convention@govilnius.lt). The Report form is available on the GO Vilnius website.
- The following documents must be submitted together with the Report:
  - ✓ Proof of expenses related to conference organisation (e.g., invoices, bank payment confirmations).
  - ✓ A list of registered participants who attended the conference, including name, surname, organisation, and country. The list may be generated from a registration system, provided it contains all required information, and must be confirmed by the Applicant. The Applicant is responsible for ensuring that participants are properly informed about the processing and, where applicable, transfer of their personal data to GO Vilnius in accordance with applicable legal requirements. GO Vilnius reserves the right to request additional information or documents to verify participant data.
  - ✓ The final conference programme, clearly indicating the first and last official session.
  - ✓ The final detailed conference budget (income and expenses), including all sources of funding. The document must be confirmed by the Applicant.
  - ✓ Evidence of how Vilnius was integrated into the conference, such as visual materials, presentations, videos, or other communication content.
  - ✓ Photos reflecting the event (recommended: at least 10 photos or a link to a photo gallery).

- All documents submitted with the Report (programme, budget, participant list) must clearly indicate the event name, date, and location.
- GO Vilnius may request additional or missing information and/or documents. Failure to provide the requested information may result in the revision or refusal of the grant.

## 6.5 Grant Allocation

- GO Vilnius determines the final grant amount no later than 20 working days after receiving all required documents. The Applicant is informed of the decision electronically.
- If the actual number of participants exceeds the planned number, the grant amount is not increased. If the actual number of participants is lower than planned, GO Vilnius may proportionally reduce the grant.
- If the minimum eligibility requirements are not met (including minimum number of participants, minimum international share, or minimum duration), no grant is awarded.
- If it is established that the Applicant has failed to disclose or has misrepresented funding sources, GO Vilnius may reduce the grant, refuse to award it, or require repayment of all or part of the grant already paid.
- The grant is paid after the conference. In justified cases, the Applicant may submit proof of marketing and promotional expenses incurred before the event and GO Vilnius may decide to pay all or part of the grant in advance.
- If the Applicant fails to submit the Report or supporting documents on time, or if the submitted information is incomplete, inaccurate, or misleading, GO Vilnius may refuse, reduce, or recover the grant.
- In such cases, the Applicant must repay the grant, or the relevant part of it, within 20 working days.
- The grant amount is determined based on the evaluation and scoring system set out in Section 4.
- The grant is awarded only for eligible costs directly related to the organisation of the conference, as defined in Section 5.1. VAT is not included in the eligible cost amount.
- Supporting documents may include costs incurred by the Applicant or by other legal entities involved in the organisation of the conference.

## 6.6 Payment of the Grant

- After the final grant amount has been confirmed, following submission and approval of the Report, the Applicant must submit an invoice or equivalent accounting document for the approved grant amount.
- If the Applicant is registered for VAT, the invoice must indicate VAT at a rate of EUR 0.00, in accordance with Lithuanian VAT regulations. The invoice must include the description: ***“Reimbursement of international conference organisation costs”***.
- The grant is transferred to the Applicant’s bank account within 30 working days from the receipt of a correctly issued invoice or equivalent accounting document. Payments are made in EUR.
- In cases where the conference cannot take place due to force majeure circumstances recognised under the laws of the Republic of Lithuania, GO Vilnius does not compensate for losses, and any advance payment must be repaid.
- GO Vilnius may, at its discretion, decide not to require repayment of the grant, taking into account the losses incurred by the Applicant in relation to the conference.
- The following circumstances are not considered force majeure: lack of goods or services on the market, insufficient financial resources of the Applicant, or failure of suppliers to fulfil their obligations.

- If the conference does not take place due to circumstances beyond the control of the Applicant that result in restrictions on event organisation (e.g., pandemic, war, or similar restrictions), GO Vilnius may, at its discretion, reimburse part of the justified and documented costs. Each case is assessed individually.

## **7. OTHER OBLIGATIONS**

### **7.1 Obligations of GO Vilnius**

- To provide the Applicant with informational and promotional materials about Vilnius (e.g., photos, videos) for use in conference marketing and communication.
- To process all personal data provided by the Applicant solely for the purposes of the Programme, in accordance with applicable legal requirements and the GO Vilnius [Privacy Policy](#).

### **7.2 Rights of GO Vilnius**

- To request additional information or documents necessary for the evaluation of the Application, allocation of funding, or implementation of the conference.
- In the event of significant breaches related to the use of the grant, to require the repayment of all or part of the grant.
- Before, during, or after the conference, if it is determined that the Applicant has provided false or misleading information or has failed to comply with these Rules, GO Vilnius may suspend, reduce, or withdraw the grant.

### **7.3 Obligations of the Applicant / Organiser**

- To promote Vilnius as a tourism and business destination to conference participants by integrating Vilnius into the conference programme and communication, using materials provided by GO Vilnius.
- Integration of Vilnius may be implemented in various ways, including, but not limited to:
  - ✓ Incorporating Vilnius into the visual identity and design of the conference.
  - ✓ Including Vilnius-related content on screens, presentations, or other communication materials.
  - ✓ Adding a link to [www.govilnius.lt](http://www.govilnius.lt) on the conference website.
  - ✓ Including Vilnius in conference communication, including social media.
  - ✓ Using GO Vilnius promotional materials at the venue (e.g., photo walls, branded elements, visual installations).
  - ✓ Presenting Vilnius during the conference as a tourism and business destination.
- Where possible, to include “Go Vilnius” or Vilnius city tagging in conference communication, including on social media.
- To provide GO Vilnius with access to participant registration data, to the extent necessary for verifying compliance with these Rules.
- To allow up to two representatives of GO Vilnius to attend the conference free of charge.
- Where relevant and feasible, to provide opportunities for GO Vilnius to present Vilnius during the conference (e.g., information stand, photo wall, or similar format).
- Where required, to cooperate with GO Vilnius in conducting participant surveys and/or to provide data necessary for assessing the conference’s economic impact.
- Where required, to provide GO Vilnius with detailed information about the conference, including participants, revenues, and expenses, for the purpose of evaluating its economic impact on Vilnius.

- To inform GO Vilnius of any significant changes to the conference without delay, and no later than within 5 working days, if such changes affect the information provided in the Application and the basis for the preliminary grant.
- Not to use Vilnius or GO Vilnius name, logo, or other intellectual property without prior written consent. Where appropriate, GO Vilnius or the City of Vilnius may be acknowledged as a partner or supporter in conference materials.
- The Applicant confirms that all information provided is true, accurate, and complete.
- If it is established that the Applicant has provided false or misleading information or has failed to comply with these Rules, GO Vilnius may require the repayment of all or part of the grant and may reject future Applications submitted by the Applicant.

## **8. FINAL PROVISIONS**

- These Rules are governed by the laws of the Republic of Lithuania and aligned with the statutes and objectives of GO Vilnius.
- GO Vilnius may amend or supplement these Rules at any time. The updated version enters into force upon publication on [www.govilnius.lt](http://www.govilnius.lt). The version applicable to the Applicant is the one in force on the date of submission of the Application.

**Contacts:**

Go Vilnius

Vilnius Convention Bureau

[convention@govilnius.lt](mailto:convention@govilnius.lt)

[govilnius.lt/meet-in-vilnius](http://govilnius.lt/meet-in-vilnius)