

INCENTIVE SCHEME TOWARDS THE ORGANISATION OF CONFERENCES / MEETINGS AND INCENTIVE TRIPS TO CYPRUS

A. FINANCIAL SUPPORT IN THE CONTEXT OF EU RULES ON DE MINIMIS AID

This Scheme is being conducted by the Cyprus Tourism Organisation in accordance with the provisions of the Commission's Regulation (EU) no. 1407/2013 of 18 December 2013 on the application of the Articles 107 and 108 of the Treaty of the Functioning of the European Union to de minimis aid.

De Minimis Aid refers to small amounts of state subsidies which are exempted from the obligation of being communicated to the European Commission, as they are considered as not affecting trade between Member States and / or not distorting or threatening to distort competition within the European Union. The maximum total de minimis aid granted to any single undertaking by all the Competent Authorities of the Republic over any period of three fiscal years may not exceed the amount of €200.000.

B. ELIGIBLE EVENTS FOR CONFERENCE AND INCENTIVE TRAVEL TOURISM

1. Conferences / meetings of non-governmental, non-profit organisations / associations and higher and tertiary academic bodies and institutions, with at least 60% of their participants coming from abroad.
2. Corporate conferences and incentive trips, with at least 60% of their participants coming from abroad.

C. ELIGIBLE APPLICANTS

1. Eligible applicants for the organization of conferences / meetings of non-governmental, non-profit organisations / associations and higher and tertiary academic bodies and institutions:
 - (a) Non-governmental, non-profit Organisations, Associations, Societies and Foundations based in Cyprus, that are registered as non-profit either with the Registrar of Companies or the Registrar of Clubs and Societies.
 - (b) Higher and Tertiary Academic Bodies and Institutions, registered with the Registrar of Companies of the Republic of Cyprus.
 - (c) Organisations, Associations, Societies and Foundations abroad which are registered as non-profit organisations in their country of origin and hold the relevant official certificates.
 - (d) Higher and Tertiary Academic Bodies and Institutions abroad which are registered in their own country and hold the relevant official certificates.

Non-eligible: Non-Eligible are civil services, Ministries and Departments of Ministries, Semi-Governmental Organisations and Boards, Independent Services of the Civil Service of the Republic of Cyprus, civil services and public non-profit

organisations, Local Authorities, Political Parties, associations, companies, foundations and boards whose main sources of income derive from the State Budget, as well as partner meetings conducted through European Programmes.

2. Eligible applicants for the organization of corporate conferences and incentive trips

(a) Licensed tourism and travel offices and companies from abroad (please refer to Paragraph F.2.A and F.2.B).

(b) Companies from abroad (please refer to paragraph F.2.C).

D. AMOUNT OF FINANCIAL SUPPORT

The amount of financial support will be calculated on the basis of the criteria and formula that follows below:

1. CRITERIA

A. Number of conference attendees / participants, excluding accompanying persons and children.

B. Duration, in days, of the conference / meeting / incentive trip.

C. Area and period of the hosting of the conference / meeting / incentive trip.

D. Large conferences / meetings / incentive trips which attract **400** conference attendees / participants and upwards.

2. FORMULA

$$A \times D \times F_A \times F_D \times F_P \times F_{400}$$

$$F_A = 2.3, F_D = 2.3, F_{400} = 1.3$$

A: Number of conference attendees / participants (Factor A)

D: Duration of event in days (Factor D)

F_A: Factor of the criterion of number of conference attendees / participants (constant value 2.3)

F_D: Factor of the criterion of duration, in days, of the corporate conference / incentive trip (constant value 2.3)

F_P: Factor of the criterion of area and period of the hosting of the corporate conference / incentive trip (value as set in the Table below)

F₄₀₀: Factor of the criterion for large corporate conferences / meetings / incentive trips. The value is set as 1 for conferences with less than 400 conference attendees / participants from abroad and 1.3 for 400 or more conference attendees / participants from abroad.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
F _p	1	2	3	4	5	6	7	8	9	10	11	12
Ammochostos	1,4	1,4	1,2	1,2	0,5	0,0	0,0	0,0	0,5	1,2	1,2	1,4
Larnaka	1,4	1,4	1,2	1,2	0,5	0,0	0,0	0,0	0,5	1,2	1,2	1,4
Lemesos	1,4	1,4	1,2	1,2	0,5	0,0	0,0	0,0	0,5	1,2	1,2	1,4
Lefkosia	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8
Rural Areas	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8	1,8
Pafos	1,4	1,4	1,2	1,2	0,5	0,0	0,0	0,0	0,5	1,2	1,2	1,4

NOTES

1. The maximum amount of financial support for conference tourism events will be €30.000.
2. Accompanying persons and children **are not** eligible for financial support by the Incentive Scheme.
3. In the cases where the period during which the event is conducted spans over two different consecutive months and most of the days of this period fall within one of the two months (e.g. 31/10 - 02/11), the month which will be taken into account towards the calculation of the amount of financial support, will be the month with the most days during which the event will be hosted.
4. In the cases where the period during which the event is conducted spans over two different consecutive months with an equal number of days during which the event will be hosted in each month (e.g. 31/10 - 01/11), the month which will be taken into account towards the calculation of the financial support will be the one during which the end of the event will fall.
5. In the case the application for financial support is approved, the final amount of support which will be paid by the CTO will be calculated on the basis of the final number of the conference attendees / participants from abroad.

E. AUTOMATIC CALCULATION OF THE AMOUNT OF FINANCIAL SUPPORT

[Click here](#) to automatically calculate the amount of financial support the beneficiaries of the Incentive Scheme can apply for, by duly completing all fields.

F. SPECIAL TERMS, PREREQUISITES AND OBLIGATIONS

1. For the organization of conferences / meetings of non-governmental, non-profit organisations / associations and higher and tertiary academic bodies and institutions:
 - A. In the case the application of financial support is approved, it is provided that the beneficiary agrees to maintain a registration list with participants' names, their country of origin, the organisation they are representing and their

signatures. The final registration list must be submitted to the CTO after the end of the conference / meeting.

- B. In the case the application for financial support is approved, it is provided that, in case such a request is submitted by the CTO, the beneficiary agrees to grant the right to one or two representatives of the CTO to attend the conference / meeting free of charge.
- C. In the case the application for financial support is approved, it is provided that, in case such a request is submitted by the CTO, the beneficiary agrees towards the presence of research staff on behalf of CTO at the conference / meeting for the purposes of collecting data for conference tourism.
- D. In the case the application for financial support is approved, the beneficiary has the obligation to mention the Cyprus Tourism Organisation in the website of the conference / meeting as sponsor of the conference / meeting and to post on the website the logos of the CTO and the Cyprus Convention Bureau, which will be linked to the Cyprus Tourism Organisation's website www.visitcyprus.com (links: Discover Cyprus – Cyprus Convention Bureau). The logos will be sent to the beneficiary by the CTO by e-mail, together with the letter confirming the approval of financial support of the conference / meeting.
- E. In the case the application for financial support is approved, the beneficiary is obliged to display the logos of the CTO and the Cyprus Convention Bureau on the official programme, the printed material, banner and the electronic media of the conference / meeting, where the CTO shall be mentioned as sponsor.
- F. In the case the application for financial support is approved, the beneficiary is obliged to show the promotional video of Cyprus within the framework of the conference / meeting, as well as to post the same video on the website of the conference / meeting ([click here to download the high resolution file and click here to download the low resolution file.](#))
- G. The Cyprus Convention Bureau is conducting an (anonymous) online delegate satisfaction survey for selected conferences each year. In the case the application for financial support is approved, it is provided that the beneficiary agrees, if requested to do so, to send an email with a link to the online questionnaire to all the delegates from abroad. The results concerning the specific conference / meeting, will be communicated to the beneficiary.

The beneficiary will be informed whether the specific conference has been selected for inclusion in the survey before the conference ends and will be responsible for sending out the relevant e-mail immediately after the end of the conference.

- H. In case the application for financial support is approved, it is provided that the beneficiary agrees to participate in the CTO's survey towards the collection of statistical data concerning conference and incentive tourism, as per the relevant Questionnaire for the Collection of Statistical Data for Conference Tourism and Incentive Travel which will be sent out during the execution of the

survey. Please [click here](#) to see a specimen of the questionnaire (only for informational purposes). Relevant surveys conducted in the past are posted on CTO's website at www.visitcyprus.com (links: Discover Cyprus – Cyprus Convention Bureau.)

It is provided that any beneficiaries not participating in the process of collection of statistical data, are considered as not being interested in participating in the Incentive Schemes of the CTO and hence they will not be entitled to be applying to the CTO neither for financial support made available through its Incentive Schemes or other relevant to Conference and Incentive Tourism grants, nor for participation to invitations to tenders, commissioning or cooperation with the CTO relevant to the same field.

It is further provided that, in case of non-participation of the beneficiary in the statistical data collection process, the CTO reserves the absolute right to cancel the approved amount of financial support and / or to request the refund of any amount of financial support already paid by CTO.

2. For the organization of corporate conferences and corporate incentive trips

In accordance with the provisions of [Article 6-\(1\) and 6A of the Tourism and Travel Offices and Tourist Guide Laws of 1995 till 2013](#):

- A. No overseas Office may carry out within the Republic on an organized or permanent basis the activities* referred to in article 3 of the referred Law. Therefore the applicant must be represented by a local licensed tourism & travel office.
- B. In the cases where the applicant is a licensed tourism and travel office established in a EU member state and is active in conference tourism by profession and on a paid basis may temporarily carry out within the Republic the activities* referred to in section 3 without the need of having a permanent organized Office within the Republic, provided it declares this intention in writing.

* The securing of means of transport, organization of local tours and guiding, provision of accommodation of organized groups or individuals and any related work to facilitate the accommodation and transportation of tourists as well as the carriage of their luggage.

- C. In the case where the applicant is a company registered with the Registrar of Companies of that country from an EU member state or a non EU member state and it organizes a conference for its own purpose and not by profession and on a paid basis, it is not required that it be represented by a local licensed tourism & travel office.

G. GENERAL TERMS, CONDITIONS AND OBLIGATIONS

- 1. Applications must be submitted to the Cyprus Tourism Organisation (CTO) at least 2 (two) months before the starting day of the event (please refer to Paragraph H).

2. The approval for the provision of financial support granted by CTO must be secured before the execution of the relevant trip.
3. In case the application for financial support is approved, the beneficiary may not apply for any other financial support from the CTO for the same action.
4. Applications submitted within the framework of this Scheme, will be considered on a first-come, first-served basis according to their date of submission to the CTO and until the exhaustion of the relevant credits in the annual CTO budget.

It is provided that, the CTO reserves the right to afford priority to the examination of applications submitted by applicants who have not previously benefited from this Scheme within the current year.

5. The CTO will be treating all documents and information received in relation to this Scheme as private and confidential and will not be publicizing or revealing any data submitted, without the prior written consent of the applicant.
6. The applicants and / or beneficiaries of this Scheme, accept without any reservations all of its terms and conditions.

H. **SUBMISSION OF APPLICATIONS**

Applications, together with the documents accompanying them as below, must be submitted at the e-mail address [cbincentives@visitcyprus.com](mailto:cb incentives@visitcyprus.com).

1. For the organization of conferences / meetings of non-governmental, non-profit organisations / associations and higher and tertiary academic bodies and institutions, the applicant must submit:
 - A. The application in [Annex A1](#), duly completed.
 - B. Official letter on official letterhead, which will be informing the Cyprus Tourism Organisation about the hosting of the conference / meeting in Cyprus and providing information in brief about it.
 - C. The De Minimis Statement ([Annex B](#)) must also be duly completed, signed and submitted with the application.
2. For the organization of corporate conferences and corporate incentive trips, the applicant must submit:
 - A. The application in [Annex A2](#), duly completed.
 - B. The preliminary or final programme which has been prepared for the team to be hosted in Cyprus.
 - C. The preliminary or final name list of the participants, with the names of any accompanying persons / children mentioned next to each participant's name.

D. The De Minimis Statement ([Annex B](#)) must also be duly completed, signed and submitted with the application.

Only applications that are duly completed and accompanied by all the relevant documentation mentioned above, will be taken into consideration.

The responsibility for the confirmation of receipt of the submitted application lies solely with the applicant.

I. EVALUATION PROCEDURE

Following the receipt of the application by the CTO, it will be evaluated on the basis of the aforementioned criteria and prerequisites and the decision of the CTO will be officially communicated to the applicant within 15 (fifteen) working days from the date of receipt of the application.

J. PLACEMENT OF ORDER FOR PRINTED MATERIAL OF THE CTO

Orders for printed material of the CTO (publications, maps and bags) must be timely placed by the applicant to the competent CTO Officer Mr. Savvas Andreou: tel. (00 357) 22 69 11 85, e-mail ctowarehouse@visitcyprus.com mentioning the titles of the brochures, the quantity and the language desired. [Click here](#) to view a list of the publications available online on www.visitcyprus.com – Media.

The applicant is responsible for collecting the order from CTO's Warehouse (Alexandrou Ypsilanti Str. No.1, CY2234 Latsia, Nicosia), having first been notified accordingly by phone, by the CTO. Should the applicant request the delivery of the order by courier, then the cost of such delivery will be borne by the applicant.

K. REQUIRED DOCUMENTATION FOR THE PAYMENT OF THE AMOUNT OF FINANCIAL SUPPORT ON THE BASIS OF THE FINAL NUMBER OF CONFERENCE / MEETING PARTICIPANTS FROM ABROAD

All the claims for the payment of the amount of financial support must be received by the CTO **one month after the end date of the event, at the latest. Any delay leads to the loss of the financial support.**

After the completion of the conference / meeting, the following documentation **must be submitted to the CTO by e-mail:**

1. For the payment of the financial support for the organization of conferences / meetings of non-governmental, non-profit organisations / associations and higher and tertiary academic bodies and institutions, the applicant must submit:

A. Official letter on official letterhead, which will be including:

- The final result of the conference / meeting.
- An evaluation of the services of the hotel / venue where the conference / meeting was organized and of the social programme of the event (trips, restaurants etc.)
- The final number of conference participants from Cyprus and the final number of conference participants from abroad, reported separately.

- A request for the payment of the financial support, based on the final number of participants from abroad.
- B. The final registrations list with the names of the participants to the conference, their country of usual residence, the organization they represent and their signature.
- C. Documentation providing proof that the conference / meeting organizer has met the obligations as spelled out in the paragraph F.1 above, such as:
- A screenshot of the website of the conference / meeting wherein the Cyprus Tourism Organisation is mentioned as conference sponsor and the CTO and Convention Bureau logos appear on that website, with links to the CTO website.
 - A screenshot of the website of the conference / meeting wherein the promotional video of the CTO appears.
 - A copy of the conference / meeting programme as well as of other publications of the conference / meeting, wherein the logos of the Cyprus Tourism Organisation and the Cyprus Convention Bureau are featured.
 - Photographs of the banners of the conference / meeting, featuring the logos of the Cyprus Tourism Organisation and the Cyprus Convention Bureau.
- D. High-resolution photos of the conference / meeting.
- E. The Personal Declaration in [Annex C](#) duly signed by the beneficiary.
- F. The questionnaire for the collection of the statistical data for conference & Incentives – [Annex D](#) duly completed.
2. For the payment of financial support for the organization of corporate conferences and corporate incentive trips, the applicant must submit:
- A. The final hotel rooming list, extracted from the reservation system of the hotel/s of stay.
- B. Official letter on official letterhead, which will be including:
- The final result of the corporate conference / incentive trip.
 - An evaluation of the various services and venues used during the stay of the group in Cyprus (e.g. hotels, local travel and tourism offices, restaurants and other venues.)
 - The final list of participants with the names of any accompanying persons / children mentioned next to each participant's name.
 - The final number of participants from abroad according to the final hotel rooming list of the hotel/s of stay, excluding accompanying persons and children.
 - A request for the payment of the financial support, based on the final number of participants from abroad, excluding accompanying persons and children.

- The details of the bank account of the beneficiary for the payment of the amount of the financial support via bank transfer (the name of the bank, the name of the account holder, the IBAN number and the SWIFT code.)
- C. The Personal Declaration in [Annex C](#) duly signed by the beneficiary.
- D. The questionnaire for the collection of the statistical data for conference & Incentives – [Annex D](#) duly completed.

The amount of the financial support will be paid to the beneficiaries only after all the aforementioned documentation has been submitted and pursuant to the compliance with the terms and conditions of this Incentive Scheme.

In case the required documentation submitted is not complete, the payment procedure will be discontinued.

The CTO reserves the right to further examine the documentation submitted and to request any additional information and/or the submission of additional documentation and data.

It is provided that, in case the CTO has found any documentation submitted by the beneficiaries to be false or that not all of the terms and conditions of this Incentive Scheme have been met, the CTO reserves the absolute right to cancel the approved amount of subsidy and / or to request the refund of any amount already paid by CTO.

It is also provided that in the above case, in addition to any other penalties imposed by CTO, offenders will be excluded from any participation in the CTO's subsidy schemes as well as any other subsidies, invitations, commissions or cooperation with the CTO, relevant to Conference and Incentive Tourism.

L. VALIDITY OF THE SCHEME

This Scheme will have an annual validity, up to the 31st of December of every year or until the exhaustion of the relevant credits in the CTO budget. It will be automatically renewed for every next year, unless the CTO decides otherwise.

This Scheme may be altered without any notice. For information, please refer to the website of the CTO www.visitcyprus.com (links: Discover Cyprus – Cyprus Convention Bureau).

M. FURTHER INFORMATION

CTO Headquarters
Christodoulos Papachristodoulou
Tourist Officer
ccbincentsives@visitcyprus.com
Tel: (00 357) 22 69 13 05

Cyprus Tourism Organisation
Limassol Avenue 19, CY2112 Nicosia
P.O.Box 24535, CY1390 Nicosia

Tel: (00 357) 22 69 11 00
Fax: (00 357) 22 69 13 13

The English version is a translation of the original in Greek (www.visitcyprus.com) for information purposes only. In case of a discrepancy, the Greek original will prevail.