**ΑNNEX C**

**incentive scheme towards the organization of conferences / meetings and incentive trips to cyprus**

**PERSONAL DECLARATION**

Ref. No.: 01.14.003

Date:

To:

Director of Tourism

Strategy Department

Cyprus Tourism Organisation

I hereby declare that all the data and documentation I am submitting towards the payment of the financial support are true and correct and all the necessary documentation is submitted as mentioned in the checklist below, depending on the type of the event and in accordance with the terms and conditions of the Scheme.

Signature: ………………………..……….…………….……………….

Name in full: …………………..…………………………………

Position: …………………………………………………………………….

Name and stamp of the beneficiary

……………………….……………………………………………………..

**CYPRUS CONVENTION BUREAU**

**CYPRUS TOURISM ORGANISATION**

**REQUIRED DOCUMENTATION FOR THE PAYMENT OF THE AMOUNT OF FINANCIAL SUPPORT**

1. Conferences / meetings of non-governmental, non-profit organisations / associations and higher and tertiary academic bodies and institutions

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**:

Α. 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 (disbursement?) of the financial support, based on the final number of participants from abroad.

Β. 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.

Ε. The Personal Declaration in **Annex C** duly signed by the beneficiary.

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.

F. The questionnaire for the collection of the statistical data for conference & Incentives – Annex D duly completed

1. Corporate conferences and corporate incentive trips

Α. 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.