

**INCENTIVE SCHEME FOR THE ORGANISATION OF  
CONFERENCES/MEETINGS AND INCENTIVE TRIPS TO CYPRUS IN THE  
CONTEXT OF THE DE MINIMIS RULES**

**A. De Minimis Aid Rules**

The present Scheme has been prepared by the Deputy Ministry of Tourism of the Republic of Cyprus 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 exempt 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 Cyprus over any period of three fiscal years may not exceed the amount of €200.000.

**B. ELIGIBLE EXPENSES FOR CONFERENCE AND INCENTIVE TRAVEL TOURISM**

1. Hospitality Expenditures for Conferences / meetings of non-governmental, non-profit organisations / associations and higher and tertiary academic bodies and institutions, with at least 75% of their participants coming from abroad.
2. Hospitality Expenses (cost of guiding, lunch, buses) for corporate conferences and corporate incentive travels with at least 75% of their participants coming from abroad.

For the purposes of the present Scheme, Hospitality Expenditures are considered as follows:

- Cost of a Guiding Tour
- Cost of a lunch/dinner with a ceiling of €25/person (in the context of an excursion)
- Cost of buses used only for guiding tour purposes (no other transportation).

It is noted that the VAT does not constitute eligible expenditure, therefore not accountable.

## **C. ELIGIBLE APPLICANTS**

### **1. Eligible applicants for the organisation 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 (State Universities included).
- (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.

**Exempt** are State Universities or other Higher and Tertiary Academic Bodies and Institutions of which main sources of income derive from the State Budget (i.e. University of Cyprus, Cyprus University of Technology, Open University of Cyprus).

### **2. Eligible applicants for the organisation of corporate conferences and incentive trips**

- (a) Licenced 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 as follows:

### 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.

### 1. FORMULA

$$A \times D \times F_{AD} \times F_P \times F_{400}$$

$$F_{AD} = 7, F_{400} = 1.3$$

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

D: Duration of event in days (Factor D)

$F_{AD}$ : Factor of the criterion of number of overnights (constant value 7)

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

$F_{400}$ : 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	1,2	1,2	1,0	1,0	0,0	0,0	0,0	0,0	0,0	0,0	1,0	1,0
Larnaka	1,2	1,2	1,0	1,0	0,0	0,0	0,0	0,0	0,0	0,0	1,0	1,0
Lemesos	1,2	1,2	1,0	1,0	0,0	0,0	0,0	0,0	0,0	0,0	1,0	1,0
Lefkosia	1,2	1,2	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0
Rural Areas	1,2	1,2	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0	1,0
Pafos	1,2	1,2	1,0	1,0	0,0	0,0	0,0	0,0	0,0	0,0	1,0	1,0

## **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. The minimum amount per person is €20,00.
4. In cases where the period of the conducted event 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 taken into account for the calculation of the amount of financial support, shall be the month with the most days during which the event is hosted.
5. In case the application for financial support is approved, the final amount of support paid by the Deputy Ministry of Tourism shall 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 organisation of conferences / meetings of non-governmental, non-profit organisations / associations and higher and tertiary academic bodies and institutions:
  - A. In 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 Deputy Ministry of Tourism after the end of the conference / meeting.
  - B. In case the application for financial support is approved, it is provided that, in case such a request is submitted by the Deputy Ministry of Tourism, the beneficiary agrees to grant the right to one

or two representatives of the Deputy Ministry of Tourism 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 Deputy Ministry of Tourism, the beneficiary agrees towards the presence of research staff on behalf of Deputy Ministry of Tourism at the conference / meeting for the purposes of collecting data for conference tourism.
- D. In case the application for financial support is approved, the beneficiary has the obligation to mention the Deputy Ministry of Tourism on the website of the conference / meeting as sponsor of the conference / meeting and to post on the website the logos of the Deputy Ministry of Tourism and the Cyprus Convention Bureau, which will be obliged to be linked with the Deputy Ministry of Tourism's website [www.visitcyprus.com](http://www.visitcyprus.com) (links: Discover Cyprus – Cyprus Convention Bureau). The logos shall be sent to the beneficiary by the Deputy Ministry of Tourism electronically, along with the letter confirming the approval of financial support of the conference / meeting.
- E. In case the application for financial support is approved, the beneficiary is obliged to display the logos of the Deputy Ministry of Tourism and the Cyprus Convention Bureau on the official programme, the printed material, banner and the electronic media of the conference / meeting, where the Deputy Ministry of Tourism is 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 conducts an (anonymous) online delegate satisfaction survey for selected conferences each year. In 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 Deputy Ministry of Tourism 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 the web site of the Cyprus Conventional Bureau [www.cyprusconventionbureau.org](http://www.cyprusconventionbureau.org)

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 Deputy Ministry of Tourism and hence they will not be entitled to be applying to the Deputy Ministry of Tourism 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 Deputy Ministry of Tourism relevant to the same field.

It is noted that, in case of non-participation of the beneficiary in the statistical data collection process, the Deputy Ministry of Tourism 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 Deputy Ministry of Tourism.

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

- A. In cases where the applicant is a licenced Tourism and Travel Office **from a European Union country or Third Country**, according to the provisions of Article 6-(1) and 6A of the Tourism and Travel Offices and Tourist Guide Laws of 1995 till 2013, the applicant may carry out within the Republic on an organised or permanent basis the activities referred to in article 3 of the referred Law. Therefore the applicant must be represented by a local licenced tourism & travel office.
- B. In case where the applicant is from **a Third (non-EU)**, and is active on Conference Tourism by profession and is paid for their services, according to the provisions of Article 6-(1) and 6A of the Tourism and Travel Offices and Tourist Guide Laws of 1995 till 2013, the activities mentioned on the Article are to be conducted only by local licenced Tourism and Travel Offices, therefore the applicant must

be represented by a licenced Tourism and Travel Office registered in Cyprus.

- C. In 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 organises 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 licenced Tourism and Travel Office.

## **G. GENERAL TERMS, CONDITIONS AND OBLIGATIONS**

1. Applications must be submitted to the Deputy Ministry of Tourism 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 the Deputy Ministry of Tourism 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 Deputy Ministry of Tourism 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 Deputy Ministry of Tourism and until the exhaustion of the relevant credits in the annual Deputy Ministry of Tourism budget.

It is provided that, the Deputy Ministry of Tourism 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 Deputy Ministry of Tourism will be treating all documents and information received in relation to this Scheme as private and confidential and will not be publicising 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 [ccbincents@visitcyprus.com](mailto:ccbincents@visitcyprus.com).

1. For the organisation 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 Deputy Ministry of Tourism 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. a relevant specimen is contained in the Regulatory Administrative Act issued by the Registrar Officer, RAA 62/2014, delegated by Article 25 of the State Aid Control Laws 2001 to 2009 and Regulation 2 of the State Aid Control (de minimis aid) Regulations of 2009 and 2012.
2. For the organisation 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 Deputy Ministry of Tourism, it will be evaluated on the basis of the aforementioned criteria and prerequisites and the decision of the Deputy Ministry of Tourism 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 DEPUTY MINISTRY'S PRINTED MATERIAL**

Orders for printed material of the Deputy Ministry of Tourism (publications, maps and bags) must be timely placed by the applicant to the competent Deputy Ministry of Tourism Officer Mr. Savvas Andreou: tel. (00 357) 22 69 11 85, e-mail [ctowarehouse@visitcyprus.com](mailto: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](http://www.visitcyprus.com) – Media.

The applicant is responsible for collecting the order from Deputy Ministry of Tourism Warehouse (Alexandrou Ypsilanti Str. No.1, CY2234 Latsia, Nicosia), having first been notified accordingly by phone, by the Deputy Ministry of Tourism. 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**

The Deputy Ministry of Tourism must receive all the claims for the payment of the amount of financial support **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 Deputy Ministry of Tourism by e-mail:

1. For the payment of the financial support for the organisation 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, including:

- The final result of the conference / meeting.
- An evaluation of the services of the hotel / venue where the conference / meeting was organised 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. Invoice from the applicant (excluding VAT).

C. Original third party invoices (guides, meals, buses) that prove the excursion and which cover at least the total amount of sponsorship. It is recalled that VAT is not considered eligible expenditure

D. The final registrations list with the names of the participants to the conference, their country of usual residence, the organisation they represent and their signature.

E. Documentation providing proof that the conference / meeting organiser 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 Deputy Ministry of Tourism is mentioned as conference sponsor and the Deputy Ministry of Tourism and Convention Bureau logos appear on that website, with links to the Deputy Ministry of Tourism website.
- A screenshot of the website of the conference / meeting wherein the promotional video of the Deputy Ministry of Tourism appears.
- A copy of the conference / meeting programme as well as of other publications of the conference / meeting, wherein the logos of the Deputy Ministry of Tourism and the Cyprus Convention Bureau are featured.
- Photographs of the banners of the conference / meeting, featuring the logos of the Deputy Ministry of Tourism and the Cyprus Convention Bureau.
- 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.)

F. High-resolution photos of the conference / meeting.

G. The Personal Declaration in [Annex C](#) duly signed by the beneficiary.

H. The questionnaire for the collection of the statistical data for conference & Incentives – [Annex D](#) duly completed.

2. For the organisation of corporate conferences and corporate incentive trips, the applicant must submit:

A. Final rooming list printed directly from the hotel reservation system.

- B. Official letter on official letterhead, including:
- The final result of the conference / meeting.
  - An evaluation of the services of the hotel / venue where the conference / meeting was organised 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.
- C. Invoice from the applicant (excluding VAT).
- D. Original third party invoices (guides, meals, buses) that prove the excursion and which cover at least the total amount of sponsorship. It is recalled that VAT is not considered eligible expenditure.
- E. The final registrations list with the names of the participants to the conference, their country of usual residence, the organisation they represent and their signature.
- F. Documentation providing proof that the conference / meeting organiser 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 Deputy Ministry of Tourism is mentioned as conference sponsor and the Deputy Ministry of Tourism and Convention Bureau logos appear on that website, with links to the Deputy Ministry of Tourism website.
  - A screenshot of the website of the conference / meeting wherein the promotional video of the Deputy Ministry of Tourism appears.
  - A copy of the conference / meeting programme as well as of other publications of the conference / meeting, wherein the logos of the Deputy Ministry of Tourism and the Cyprus Convention Bureau are featured.
  - Photographs of the banners of the conference / meeting, featuring the logos of the Deputy Ministry of Tourism and the Cyprus Convention Bureau.
  - 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.)
- G. High-resolution photos of the conference / meeting.
- H. The Personal Declaration in [Annex C](#) duly signed by the beneficiary.

- I. 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 Deputy Ministry of Tourism 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 noted, in case the Deputy Ministry of Tourism 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 Deputy Ministry of Tourism reserves the absolute right to cancel the approved amount of subsidy and / or to request the refund of any amount already paid by Deputy Ministry of Tourism.

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

#### **L. VALIDITY OF SCHEME**

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

This Scheme may be altered without any notice. For information, please refer to the website of the Deputy Ministry of Tourism [www.visitcyprus.com](http://www.visitcyprus.com) and the website of the Cyprus Convention Bureau [www.cyprusconventionbureau.org](http://www.cyprusconventionbureau.org)

## **M. FURTHER INFORMATION**

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