



INTERNATIONAL CONFERENCE EXPENSE COMPENSATION GUIDELINES

Conference Support Programme

Effective March 1, 2024

1. DEFINITIONS

GO Vilnius refers to the public institution GO Vilnius, identified by the legal entity code 123641468, with its registered office located at Gynėjų str. 16, Vilnius. The institution is dedicated to serving the public interest through activities that benefit society, particularly in international tourism, business, and marketing, while also providing relevant services to the public. Supporting international conferences within Vilnius is among the institution's responsibilities.

'**Guidelines**' refers to these Guidelines for the Compensation of Expenses Incurred in Organizing International Conferences, prepared in compliance with Order No. V-18 issued by the Director of GO Vilnius on June 21, 2021, as subsequently amended. These guidelines are developed in alignment with GO Vilnius' statutes and objectives and by the legal requirements of the Republic of Lithuania.

'**Programme**' refers to the support program for international conferences held in Vilnius. Under this program, GO Vilnius provides compensation to the conference organiser (referred to as the 'Applicant') for expenses incurred in organising an International Conference in accordance with the guidelines outlined herein.

'**International Conference**' refers to an event held exclusively in Vilnius, targeting a professional audience, which may include participants sent by their employers for research purposes or similar professional reasons. These events are expected to have over 50% of participants from foreign countries. Examples of such events include conferences, congresses, forums, assemblies, training events, workshops, or other scientific or business gatherings of similar nature.

'**Applicant**' refers to the organiser of an International Conference who satisfies the criteria established in the Guidelines and has submitted an application to GO Vilnius for compensation of expenses incurred in organising an International Conference, following the procedures outlined herein."

'**Application**' refers to the document completed by the Applicant to compensate for expenses incurred in organising an International Conference. This document must be submitted according to the procedures outlined in the Guidelines. The Application form can be accessed [here](#).

'**Compensation**' refers to the monetary amount provided by GO Vilnius to cover the expenses incurred in organising an International Conference.

'**Expert Evaluation**' refers to the assessment of Applications conducted in accordance with the procedures established by GO Vilnius and based on the criteria and other conditions outlined in the Guidelines. This evaluation process leads to a determination regarding the approval or rejection of Compensation requests.

'**Information Notice**' refers to an email notification sent to the Applicant confirming the approval or rejection of the Compensation request. This notice also specifies the monetary amount of the granted Compensation and outlines the method by which the Compensation will be provided.

'**Agreement**' refers to the contract concerning the compensation for expenses accrued in organising an International Conference, established in compliance with the Guidelines. As per these Guidelines, the Agreement comprises the following integral components: (i) the Application, (ii) the Information Notice, and (iii) the Guidelines themselves. Unless otherwise specified within these Guidelines, GO Vilnius and the Applicant are not required to enter into a separate agreement regarding the compensation for expenses incurred in organising an International Conference."

'**Report**' refers to a document detailing an International Conference organised by the Applicant, which must be submitted in accordance with the procedures outlined in the Guidelines. The Report form can be accessed [here](#).

2. ELIGIBILITY REQUIREMENTS FOR APPLICANTS

2.1 Eligible Applicants

- Public or private organizations, whether registered in the Republic of Lithuania or abroad, that independently fund and take full financial, organisational, and legal responsibility for hosting an International Conference.
- Organisers, including agencies, PCOs (Professional Conference Organizers), and DMCs (Destination Management Companies), who represent the primary organizer (client) and can provide evidence of such representation.

2.2 Ineligible Applicants

- Entities undergoing bankruptcy proceedings, having ceased operations or payments, or facing bankruptcy petitions.
- Political parties.

3. ELIGIBILITY REQUIREMENTS FOR INTERNATIONAL CONFERENCES

3.1 Eligible Conferences

To qualify for the Programme, conferences must adhere to the following criteria:

- The conference is hosted in a paid venue in Vilnius.
- A minimum of 50 participants attend the conference (excluding organisers and service staff).
- At least 50% of the attendees are individuals from abroad who have specifically travelled to Vilnius for the conference.
- The conference lasts at least two days, with at least 4 hours of content daily. Content encompasses presentations, discussions, and workshops held at the main conference venue. Dinners, educational, or technical visits are not considered part of the content.
- Only registered participants, as officially recognised by the organiser, are permitted.
- The conference targets a professional audience, with attendance primarily motivated by professional reasons (e.g., employer-sponsored attendees, research objectives).

3.2 Ineligible Events

The following types of events are ineligible:

- Fairs, exhibitions, and similar events, even if targeted at professionals.
- Sports and cultural events, festivals, competitions, hackathons.
- Discussions, sessions, training, presentations, awards, or other events associated with exhibitions, fairs, or festivals.
- Private enterprise or personal entertainment events, such as festivities, parties, gala dinners, or award ceremonies.
- Events primarily focused on leisure or recreation.
- Events mandated by law for the Applicant or a third party.

- Events organized by political parties.

GO Vilnius reserves the right to reject applications and deny compensation for conferences/events funded by the state budget of the Republic of Lithuania or EU funding programs. Monetary sponsorship from sponsors or partners is not considered a valid funding source 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 are designated to the following 7 criteria of the conference:

- Number of participants.
- The international nature of the event.
- Duration of the event.
- Industry sector. Additional points are granted if the international conference falls within one of Vilnius’ priority sectors: information and communication technology (ICT), biotechnologies, physics technologies, and financial technologies.
- Seasonality. Additional points are awarded to conferences held outside the tourist season, i.e., from November to March.
- Strategic significance of the conference for Vilnius. Points are awarded if the conference enhances Vilnius’ competitiveness and improves its international ratings.
- The impact on hosting other potential events. Points are assigned if the organisation of the conference has a significant impact on hosting another international event.

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

2 - 4 points	up to EUR 5,000
5 - 6 points	up to EUR 8,000
7 - 8 points	up to EUR 12,000
9 - 10 points	up to EUR 15,000
11 - 12 points	up to EUR 20,000
13 - 14 points	up to EUR 25,000
15 - 16 points	up to EUR 30,000

5. ELIGIBLE EXPENSES

5.1 Only expenses directly related to the organisation of the 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 listed in paragraph 5.1 of the Guidelines will not be eligible for compensation and will not be covered by the granted Compensation amount. GO Vilnius reserves the right to consider compensating other expenses not included in paragraph 5.1 only through a separate order issued by GO Vilnius.

6. PROCEDURE FOR GRANTING THE COMPENSATION

6.1 Submission of the Application

- An Application for Compensation must be submitted electronically either by completing the form on www.govilnius.lt or by sending a completed form to the email address convention@govilnius.lt. The electronic Application form is accessible [here](#).
- Only one Application may be submitted per international conference. A separate Application must be submitted for each conference.
- The submitted Application must be accurately completed (providing comprehensive details about the Applicant/organiser, event, location, date and time, event duration, participants, and event budget), with all required documents attached. If not all information about the conference is available at the time of submission, preliminary details must be provided.
- The Application must be submitted no later than 30 (thirty) calendar days before the start of the conference. Failure to adhere to this deadline or failure to comply with all terms and conditions outlined in paragraph 6.1 may result in GO Vilnius refusing to accept the Application for evaluation.
- Both non-profit organisations and for-profit legal entities can submit applications. GO Vilnius reserves the right to prioritise Applications submitted by non-profit organisations. For-profit legal entities may submit Applications for up to 2 (two) events in the same calendar year. This limitation does not apply to contracted conference or event organisers (agencies, PCOs, DMCs) acting on behalf of and in the interests of their client, the primary organiser of the conference.

6.2 Evaluation of the Application

- Following the submission of the documents outlined in paragraph 6.1 of the Guidelines, an Expert Evaluation will be conducted to assess whether the Application and the Applicant meet all the criteria specified in paragraph 3.1 of the Guidelines.
- GO Vilnius evaluates the received applications, considering the amount of funds allocated for this support program, and therefore is not obligated to grant compensation to all conferences that meet the requirements outlined in the guidelines. Applications are evaluated in the order they are received.
- The Applicant will be notified of the evaluation outcome and the decision regarding the preliminary Compensation grant or denial through an Information Notice sent to the email address provided in the Application within 20 (twenty) business days following the receipt of the Application.
- The final amount of the Compensation will be determined after the conference, following the review of the submitted Report on the conference and other documents verifying the use of funds.

- The compensation amount granted cannot exceed 60% (sixty percent) of the conference budget. The preliminary budget must be provided along with the Application, and the actual budget must be submitted along with the Report after the event's conclusion.
- The duration of the International Conference shall commence from the date of the first working session according to the conference program. The initial conference program must be included with the Application, while the final program should be submitted with the Report upon the end of the conference.
- Applicants shall not face discrimination based on gender, origin, social status, race, nationality, religion, political views, or any other criteria related to human rights.
- Evaluation of the applications will consider the eligibility requirements outlined for both applicants and international conferences in these guidelines, as well as the potential of the international conference to contribute to the implementation of GO Vilnius' objectives.
- During the application evaluation, GO Vilnius may request the applicant provide any missing information or additional necessary documents. Failure to provide such information or documents may result in the cessation of the application review and potential rejection.
- International conferences that do not fully meet the criteria outlined in paragraphs 3.1, 6.1–6.2, and 6.4–6.6 of the Guidelines may only be granted compensation in exceptional cases. Such exceptional cases require a separate order issued by the Director of GO Vilnius, deviating from the guidelines but aligning with the objectives outlined in GO Vilnius' statutes. Each exceptional case listed in this paragraph will be individually examined, and a separate order regarding compensation grants will be issued by the Director of GO Vilnius.

6.3 Conclusion of the Agreement

- The Agreement with the Applicant is considered concluded at the moment when, following the completion of the Expert Evaluation of the Application, an Information Notice is sent to the Applicant's email address provided in the Application, specifying the approved preliminary Compensation amount granted.
- The Guidelines shall form an integral part of the Agreement. The version of the Guidelines effective on the application's submission date shall apply to the Applicant.
- GO Vilnius retains the right to propose and finalise a separate Agreement with the Applicant regarding the compensation for expenses incurred in organising a conference. The Applicant will receive prior notification of the conclusion of such an Agreement.

6.4 Report and Submission of Fund Usage Proof

- The Report and proof of fund usage must be submitted electronically on the website www.govilnius.lt or by sending a completed form with attachments via email to convention@govilnius.lt no later than 30 (thirty) working days after the end of the conference. The electronic form of the report is accessible [here](#).
- Along with the Report, the following documents must be submitted:
 - ✓ Supporting documents verifying venue rental expenses and other costs associated with conference organising (such as invoices, bank payment orders, etc.).
 - ✓ A list of actual participants in the conference, including their first name, surname, email, institution, and country. This list may also be obtained from the electronic registration

system if it contains all necessary statistical information about participants. The list must be signed by the Applicant. Additionally, the Applicant must ensure that participants are adequately informed about the processing and transferring their data to GO Vilnius.

- ✓ Conference agenda, delineating the opening and closing working sessions.
 - ✓ Actual conference budget.
 - ✓ Evidence demonstrating that conference delegates were acquainted with the city of Vilnius (such as photos, videos, guided tours, etc.).
 - ✓ At least 5 (five) conference photos or a link to a photo gallery.
- GO Vilnius reserves the right to request missing information and/or additional mandatory documents for the Report from the Applicant, which must be provided upon request. Failure to provide the requested information or documents may result in the denial of compensation to the Applicant.

6.5 Procedure for Granting the Compensation

- GO Vilnius will finalise the Compensation amount within 20 (twenty) business days after submitting the proof of fund utilisation (the Report), and the Applicant will be notified electronically.
- Should the actual number of participants exceed the planned number, the final Compensation amount will not be increased. Conversely, if the actual number of participants is fewer than planned, GO Vilnius reserves the right to reduce the Compensation amount.
- If the actual number of participants is fewer than 50 (fifty), and/or the duration of the conference is shorter than 2 days, and/or the percentage of foreign participants is less than 50% (fifty percent), no Compensation shall be awarded to the Applicant.
- The Compensation shall be paid to the Applicant after the conference's conclusion. In specific instances, if the Applicant provides evidence of expenses related to the marketing and publicity of the conference before its commencement, GO Vilnius reserves the right to release the Compensation or a portion thereof to the Applicant before the event.
- If the Applicant fails to submit the Report and other evidence of fund utilization, or if the documents submitted indicate that the Applicant's obligations were not properly fulfilled, or if it is discovered that the information provided by the Applicant was false, GO Vilnius reserves the right to deny the Compensation for the relevant expenses or a portion thereof at any time. In cases where the Applicant received the Compensation or a portion thereof before the conference, the Applicant is obligated to promptly repay the received Compensation or the relevant amount in full, without delay, and in any case, no later than within 20 (twenty) business days.
- The granted Compensation amount depends on the International Conference meeting the criteria outlined in the Guidelines, its anticipated impact, the total number of applications received, and the availability of funds for compensating expenses incurred in organising International Conferences.
- The Compensation is designated exclusively for direct expenses related to conference organising, as listed in paragraph 5.1 of the Guidelines. The compensated expenses do not include any value-added tax (VAT) applicable to goods and/or services.
- 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 number 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

- Upon final approval of the Compensation, which occurs after the Applicant submits the Report and GO Vilnius approves it according to the outlined guidelines, the Applicant is required to issue an invoice or another suitable accounting document to GO Vilnius for the approved amount of Compensation. If the Applicant is registered as a VAT payer, the invoice must clearly state the VAT amount as EUR 0.00, in accordance with Article 3 of the Law of the Republic of Lithuania on Value Added Tax. Additionally, the service description in the invoice should include the following wording: "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 from the invoice issuance date or another suitable accounting document to GO Vilnius. Payments shall be made in euros.
- In the event of force majeure circumstances, confirmed in accordance with the legal acts of the Republic of Lithuania, resulting in the cancellation of a planned conference for which GO Vilnius has granted and disbursed Compensation in advance, GO Vilnius reserves the discretion not to seek repayment of the Compensation from the Applicant. This decision will be made considering the losses incurred by the Applicant in organising the conference. The Applicant must promptly notify GO Vilnius of such obstacles and their impact on fulfilling the Applicant's obligations. Force majeure does not include situations where required goods are unavailable in the market, the Applicant lacks necessary financial resources, or selected suppliers or service providers breach their obligations.
- If the conference cannot proceed due to circumstances beyond the control of the organiser (the Applicant), such as imposed restrictions on event organisation due to factors like a pandemic, war, etc., only actual expenses incurred in organising the International Conference, up to a maximum of 60% (sixty percent) of the initially approved Compensation amount, may be considered eligible for payment. In such instances, The Applicant must furnish evidence proving the unavoidable expenses' unavoidable nature. GO Vilnius will exercise discretion in determining the eligibility of such expenses, considering the available funds for compensating expenses related to organising conferences. Each situation outlined in this paragraph of the Guidelines will be assessed case-by-case.

7. OTHER OBLIGATIONS

7.1 Responsibilities of GO Vilnius:

- GO Vilnius commits to supplying the Applicant with informational and image-creating materials about the city of Vilnius (including photos and videos). This material is intended for use in marketing and publicity efforts related to the conference, with the aim of presenting Vilnius in an attractive light and encouraging maximum participation from foreign attendees.
- GO Vilnius agrees to handle all personal data the Applicant provides to execute the Programme. This handling will adhere to the requirements outlined in relevant legal acts and will be conducted in accordance with GO Vilnius's Privacy Policy.

7.2 GO Vilnius reserves the right:

- To request the Applicant to submit, within a specified timeframe, documents and data related to the execution of the International Conference.

- To request additional information or documents from the Applicant if, in the opinion of GO Vilnius, the information provided by the Applicant is deemed insufficient.
- In cases where significant misuse of the Compensation, which cannot be rectified, is identified, appropriate measures will be taken to reclaim the Compensation or any improperly utilised portion thereof.
- Should it come to the attention of GO Vilnius, prior to, during, or after the execution of the conference, that the Applicant has provided false information or failed to adhere to the applicable terms and conditions, GO Vilnius reserves the right to recover all or a portion of the Compensation awarded.

7.3 The Applicant agrees to:

- To ensure that conference delegates receive adequate information regarding the processing and transferring their data to GO Vilnius.
- Provide conference delegates with information about Vilnius from both tourism and business perspectives through multiple channels: incorporate a link to www.govilnius.lt on the conference website, feature Vilnius in photos or videos on the conference website, as well as on screens, stands, walls, or other advertising mediums at the venue. When promoting the conference on social media, tag Go Vilnius or Vilnius using the @ symbol (e.g., @Go Vilnius).
- To grant GO Vilnius direct access to the participant registration system or provide access to detailed travel and accommodation information for foreign participants in Vilnius in case of any inquiries regarding the international aspect of the conference.
- Provide two complimentary passes for GO Vilnius representatives to attend the International Conference.
- Provide GO Vilnius with a complimentary area for placing a stand or special zone at the conference venue. GO Vilnius will cover the expenses associated with the stand.
- Incorporate, if necessary, pertinent questions for GO Vilnius in delegate surveys conducted during and/or after the conference. This is intended to assess the economic impact of the conference on Vilnius and to gather feedback on the quality of tourism and/or business products/services provided by the city.
- If necessary, provide GO Vilnius with detailed information regarding the conference and its participants, including income generated and expenses incurred. This is to facilitate the assessment of the conference's economic impact on the city of Vilnius.
- To promptly inform GO Vilnius of any substantial or partial changes to the information provided in the Application, which may occur during the planning and preparation stages for the conference, regardless of whether preliminary Compensation was granted or not.
- Not to use the Vilnius or GO Vilnius logo or any other GO Vilnius intellectual property without written consent from GO Vilnius. If necessary, the information materials of the conference should mention the Vilnius City Municipality or GO Vilnius as a friend or partner of the event.
- That failure to fulfil any obligations outlined in these Guidelines, along with the presentation of inaccurate or false information, will be considered a breach. In such instances, GO Vilnius reserves the right to reclaim all or part of the granted Compensation. **Additionally, GO Vilnius reserves the right to reject future applications from the Applicant for any other conferences if they have breached the Guidelines.**

8. FINAL PROVISIONS

- These Guidelines were drafted in compliance with the legal regulations of the Republic of Lithuania and align with the statutes and goals 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 application's submission date shall apply to the Applicant.