Program for Attracting and Holding Congresses and Corporate and Associative Events

Regulations

Article 1

Object

1. The present regulations define the terms of the granting of financial support for the holding of and attraction of congresses and corporate and associative events to Portugal.
2. The support concession scheme to which the previous point refers will be valid during the Protocol's enforcement period for External Tourism Promotion and Marketing, until the 31st of December 2018.

Article 2

Eligible projects

Projects submitted when applying for the holding of congresses and corporate and associative events in Portugal which cumulatively fulfil the following requirements:

a) The application was approved by the eligible regional promoter referred to in article 3;
b) Must comply with the template that has been attached to the present regulations, constituting an integral part thereof, namely fit into one of the investment categories for individual room occupation (bednights) that it generates, in accordance with the expected number of participants in the event;
c) Must be relevant to the economy of the regional destination.

Article 3

Promoters

The Convention Bureaux, the Tourism Promotion Regional Agencies recognised by the Portuguese Tourism Confederation (CTP), the Regional Tourism Entities (ERT) and the Cascais Tourism Association, Visitors and Convention Bureau are, depending on the applicant destination for holding the congress or corporate or associative event, the promoters that are eligible to receive the support that it is the object of the present regulations.

Article 4

Form and nature of the support

1. The support to be granted for holding and attracting congresses and corporate and associative events shall be in the form of non-reimbursable financial subsidies.
2. The following are eligible project expenses up until the maximum amounts entered in the attached template:

    a) Rental of halls/spaces;
    b) Transfer services;
    c) Accommodation services provided by tourism establishments;
    d) Serving of meals;
    e) Entertainment services;
    f) Airline travel;
    g) Construction or assembly of structures for the purpose of expanding existing spaces for holding the congress or event;
    h) Services for organising and managing the congress or event when hired in Portugal;
    i) Promotional and communication campaign material.

3. Once it has been confirmed that the congress or corporate or associative event will be held in Portugal, the following promoter expenses will be eligible up until a maximum of €3,000.00 per project:

    a) Preparation of the application file;
    b) Presentation of the destination to the organisers;
    c) Holding of technical visits.

4. Turismo de Portugal, I.P., the Convention Bureaux, the Regional Tourism Entities, the Tourism Promotion Regional Agencies and the Cascais Tourism Association, Visitors and Convention Bureau share in the support granting referred to in no. 2 in the following proportion:

    a) Turismo de Portugal, I.P.: 75%
    b) Promoter: 25%

Article 5

Evaluation criteria and intensity of the support

1. Projects are evaluated in categories, defined according to the individual room occupation they generate, pursuant to the terms of the attached template.
2. Projects that take place during the IATA winter period benefit from a scaling up of up to 25% over the template amount stipulated in the previous number, which shall be paid by Turismo de Portugal, I.P.
3. If the actual number of participants registered for the event is less than 90% of that which was initially estimated, the support category of the template is adjusted according to the category.
4. The adjustment referred to in the previous number requires returning the support funds that have already been paid and which are not owed, within a period of 60 days as of the notification date.

Article 6

Competences

1. Turismo de Portugal, I.P. shall be responsible for the following:
   a) Receiving and validating application processes;
   b) Drafting the decision proposals;
   c) Deciding on the granting of the support in accordance with these regulations;
   d) Signing the financial support and partner co-responsibility contracts.
2. The promoters shall be responsible for issuing an opinion on the granting of the support in accordance with these regulations.

Article 7

Applications and subsequent procedures

1. Applications for the granting of support can be submitted at any time.
2. Application procedures are formulated and submitted by promoters.
3. The following shall be part of formulating the application procedures:
   a) The detailed description of the congress or corporate or associative event, including historical information regarding the last three editions;
   b) Estimate of individual room occupation generated on the basis of the last three editions, if they exist;
   c) Identification of other sources of financing;
   d) Forward budget proposal.
4. After the decision mentioned in sub-paragraph c) of no. 1 of article 6, Turismo de Portugal, I.P. shall notify the promoter of the decision.

5. The notification mentioned in the previous number, when favourable, shall be accompanied by a rough draft of the financial support agreement, which shall include:
   a) Identification of the entities that participate in the financing and respective obligations;
   b) Indication of the terms and conditions of the support;
   c) The method and time period for executing the project.
6. For the purposes of sub-paragraph b) of the previous number, the deadline for paying the support cannot exceed 6 months after the event has been held.

Article 8
Financial support agreement

Granting of the support shall be subject to a contract to be signed between Turismo de Portugal, I.P., the Promoter and the event organiser.

Article 9
Promoter obligations

1. Promoters shall have the following obligations:

a) Ensure the performance of the projects is monitored and controlled;
b) Ensure that the congress or event is held in accordance with the terms and deadlines established in the contract;
c) Inform Turismo de Portugal, I.P. of any alteration or occurrence which may affect the conditions under which the support was approved, particularly with regard to the number of attendees effectively registered for the conference or event;
d) Ensure that the support granted is publicised in the terms defined by the agreement;
d) Have and maintain its situation in order before the fiscal authorities, social security and Turismo de Portugal, I.P.;
e) Comply with all legal regulations regarding the dismissal of women who are pregnant, recent mothers and breastfeeding
f) Submit the final congress or event report to Turismo de Portugal, I.P. within three months from the date of the congress or event taking place;

2. The final report must supply information regarding confirmed individual overnight stays from the accommodation providers, along with all information considered critical to the granting of support.

Article 10

Organiser obligations

1. Organiser obligations shall include the following:

a) Execute the financed projects in a timely manner;

b) Keep all the documents relevant to the execution and assessment of the support granted in a properly organised and updated file, including the categories to which the various documents belong;

c) Keep the accounts organised in accordance with the applicable legal accounting regime;

d) Fulfil the obligation referred to in point e) of the previous number, along with all other legal obligations with regard to labour, namely absence of undeclared or irregular labour in its various forms;

e) Present the final report of the event to the promoter, within three months of the Congress date, attached with the data mentioned in point e) of Clause Four of the contract and the list of expenses certified by a Certified Public Accountant;

f) Remain free from any outstanding tax or social security payments, or debts owed to the Promoter or Turismo de Portugal;

g) Provide, within the deadlines established, all documents requested by the Promoter or by Turismo de Portugal, or by entities acting on their behalf, for the purposes of monitoring and supervising the project;

h) Inform Turismo de Portugal, I.P. of any alteration or occurrence which may affect the conditions under which the support was approved, particularly with regard to the number of attendees effectively registered for the congress or event.

2. The organiser shall make the following information available to the promoter:

a) The detailed description of the congress or corporate or associative event, including historical information regarding the last three editions, if they exist;
b) Estimate of individual room occupation generated on the basis of the last three editions;
c) Identification of other sources of financing;
d) Forward budget proposal;
e) Publicise the holding of the event at the location and through dissemination initiatives in the exact terms of the application process for the subsidy approved by the Promoter and by Turismo de Portugal.

3. The organiser further undertakes to accept that the event be monitored and controlled for the purpose of verifying its proper execution and the fulfilment of the objectives of the project, giving access to the event venues and to all the relevant documents and information proving that the investment took place.

Article 11

Contract termination

1. Contracts for the granting of financial support can be unilaterally terminated by Turismo de Portugal, I.P., in the following cases:
   a) If the congress or event does not take place;
   b) Non-compliance with other objectives and obligations established in the contract;
   c) Supplying false information or falsely manipulating data for presentation, approval and follow-up purposes of the application and execution projects for the congress or event.
2. The termination of the contract under this article shall always be preceded by the issuing of an opinion from the promoter.
3. The termination of the contract implies returning the sums of the support which have already been received, within 60 business days from the date of notification, to which must be added, as a penalty clause, the value corresponding to the interest calculated at the six-month Euribor rate, plus three percentage points, which is due from the date of receipt of the corresponding support.

Article 12

Invigoration of the Meetings & Incentives product

1. Turismo de Portugal, I.P. ensures the creation and coordination of a specialised multi-disciplinary team dedicated to actively attracting congresses and corporate and associative events, which must include a representative from each of the entities referred to in article 3.
2. Turismo de Portugal, I.P. also ensures:
   a) Creation of a platform for promoting the congresses and corporate and associative events that are held in Portugal, along with offering spaces to hold them on the Visitportugal web portal;
   b) It will make available on the Visitportugal web portal an integrated calendar of congresses, corporate and associative events, along with cultural, sporting and gastronomical events that are held in Portugal.

Article 13

Monitoring

1. At the end of the calendar year, Turismo de Portugal, I.P. shall draft a report regarding the execution of the present program, in order to make the necessary corrections.

2. Turismo de Portugal, I.P. shall send the necessary information, on a quarterly basis, regarding the number of applications submitted and decided on to the member of government in charge of tourism.

Attachment

TEMPLATE

Investment categories for individual room occupation	From 300 to 600	From 600 to 1,200	From 1,200 to 1,800	From 1,800 to 2,700	From 2,700 to 3,600	From 3,600 to 5,400	From 5,400 to 7,200	Starting from 7,200
City of Lisbon		€5,000	€7,500	€10,000	€12,500	€15,000	€25,000	€50,000
ERT Lisbon, except city of Lisbon ARPT Lisbon, except city of Lisbon Cascais Tourism Association, Visitors and Convention Bureau ERT Porto and Northern Portugal ARPT Porto and Northern Portugal ERT Algarve ARPT Algarve ERT Central Portugal ARPT Central Portugal ERT Alentejo ARPT Alentejo ARPT Madeira ARPT Azores	€6,500	€10,000	€15,000	€17,500	€22,500	€27,500	€32,500	€50,000