

## Subsidy Guidelines for Scientific Congresses in Lower Austria: January to December 2017

### Criteria:

The following criteria must be satisfied in full to obtain financial assistance for a scientific congress:

- Solely scientific congresses as according to the definition of abcN/ACB:
  - Scientifically or educationally oriented
  - Congress, symposium, colloquium, etc.
  - Gathering of individuals from different institutions / special interests, joint consultation for restricted tasks
- Only congresses requiring overnight stays are subsidized.
- The minimum number of overnight stays in Lower Austria is 100 people (including party accompanying the congress participants).
- The minimum number of participants for the congress is 60 (not including the party accompanying the congress participants).
- The congress venue must be in Lower Austria.
- The applicant can be the party staging the event or a professional congress organizer acting on behalf of the party staging the event.
- Applicants must be received at least three months before the congress begins.

### Extent of subsidy:

The extent of the subsidy depends on the number of verified overnight stays:

- 100 - 200 overnight stays: € 1,500
- 201 - 400 overnight stays: € 2,000
- 401 - 1,000 overnight stays: € 2,500
- > 1,000 overnight stays: € 3,000
- The overnight stays must be verified in writing after the event. A confirmation from the hotel suffices as verification. The subsidy applicant has this duty to provide verification.
- If the verified overnight stays are less than the expected number, the subsidy amount is reduced accordingly.

### Procedure:

The application is submitted to Niederösterreich-Werbung GmbH in writing together with the application form provided for this purpose and all other required documents. Upon receiving the application, Niederösterreich-Werbung GmbH will check it for completeness and correctness. The applicant will then be informed in writing within two months whether the subsidy was approved or rejected. Information on the status of the application cannot be given over the phone.

**Payment arrangements: The documents below are required before the agreed subsidy is paid out:**

- Completely filled-out subsidy application along with any required enclosures
- The complete list of participants (names, company names)
- The congress location or the event organizer sends Niederösterreich-Werbung a bill corresponding to the actual subsidy amount. This bill is paid by Niederösterreich-Werbung and is thus deemed to be a subsidy.
- The bill must comply with the legal accounting regulations and contain the following information:
  - Description of the performance: “Kongressunterstützung” (congress subsidy) and application number
  - Title and date of the event being subsidized
  - Actual subsidy amount including any advertising tax plus legal VAT or indication of exemption from tax
- Subsidies are paid out after the congress by 31 January of the following year; after that the subsidy is becomes null and void.

**Counter-performances by the event organizer:**

- Logo of Niederösterreich-Werbung GmbH (downloadable on our homepage [www.convention-bureau.at](http://www.convention-bureau.at)) and link on the congress homepage to [www.convention-bureau.at](http://www.convention-bureau.at) within one week after the subsidy is confirmed.
- Obligatory entry in the Austria-wide congress statistics of all events and of the subsidy recipient’s events held in the calendar year in Lower Austria. Entries can be made on our homepage in the section “Congress Calendar” (also within one week after the subsidy is confirmed).

**Miscellaneous:**

- Subsidies cannot be paid out in advance of the congress.
- The subsidy does not serve as cover for risk; its sole purpose is to solicit congresses for Lower Austria.
- Niederösterreich-Werbung should be notified immediately if the dates of the event should change after Niederösterreich-Werbung has committed to the subsidy in writing.
- As soon as the total available budget is reached, no further applications for subsidies are accepted. For the time being, subsidy commitments can only be given up to 31 December 2017.
- There is no claim to cash payment of the promised subsidy.
- There is no legal claim to the congress subsidy.