



## APPLICATION FOR FINANCIAL AID FOR THE ORGANISATION OF A CONGRESS



The application for financial aid has to be submitted to the Directorate General for Tourism of the Ministry of Economy no later than 6 weeks prior to the event.

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### 1. Input

Fields marked with an \* are mandatory

#### Congress

Title *	<input type="text"/>			
Duration *	from :	<input type="text"/>	to :	<input type="text"/>
Address where the congress takes place *	<input type="text"/>			
Conference venue*	<input type="text"/>			
Main economic sector concerned :	<input type="text"/>			
Frequency of the congress :	<input type="checkbox"/> annually	<input type="checkbox"/> other,	please specify :	<input type="text"/>
1 <sup>st</sup> edition in Luxembourg :	<input type="checkbox"/> yes	<input type="checkbox"/> no,	please specify :	<input type="text"/>
Number of participants expected *	<input type="text"/>	of which foreign participants *	<input type="text"/>	
Expected average duration of stay per participant :	<input type="text"/>			
Expected number of overnight stays in a Luxembourg hotel * :	<input type="text"/>			

#### Organiser

Name / company name *	<input type="text"/>			
National identification number *			VAT number * :	<input type="text"/>
Nationality / country of establishment *	<input type="text"/>	Legal form of the company * :	<input type="text"/>	
Name of the senior manager / authorised representative *	<input type="text"/>			
Position of the manager / authorised representative *	<input type="text"/>			
Postal address *	<input type="text"/>			
Country *	<input type="text"/>	Postcode * :	<input type="text"/>	



Contact person * :	<input type="text"/>		
Position (contact person) * :	<input type="text"/>		
Phone number * :	<input type="text"/>	E-mail * :	<input type="text"/>
Secondary organisers :	<input type="text"/>		
	<input type="text"/>		
Event agency / PCO in charge :	<input type="text"/>		
Contact person :	<input type="text"/>		
Phone number :	<input type="text"/>	E-mail :	<input type="text"/>

## 2. Other formalities

Besides this form, the application must include the following documents :

- Event profile (concept, target group, objectives, provisional programme, speakers)
- Description and estimation of the economic benefits for the destination, impact for the sector concerned (know-how, networking, etc.), media coverage and impact on the image of Luxembourg
- Financing plan (detailed provisional budget of the profits and expenses of the project, specifying the considered and / or acquired co-financing)
- Copy of the articles of association and certificate of registration of the organiser

## 3. Signature

Fields marked with an \* are mandatory

in * :	<input type="text"/>	on * :	<input type="text"/>
Name of the applicant * :	<input type="text"/>		
Position of the applicant * :	<input type="text"/>		
Signature of the applicant *	<input type="text"/>		