

**Conventions Malta**  
Local Associations Scheme 2018-2020

Scheme Outline

This scheme is aimed at assisting international conferences and meetings which are organised by Associations based in the Maltese Islands.

### **Support Offer**

#### **1. Site Inspection**

- Meet and greet
- Up to €200 per person (incl. VAT) towards flights for maximum two decision makers

#### **2. Monetary Support**

Choose one of the following:

a. Activity in the Social Programme

€10 per person (including VAT) capped at €6,500 (650 guests)

- Activity may be a cultural tour, but excludes receptions and dinners.
- Refer to Eligibility Criteria for specific requirements related to this support.

*Organisations looking for support with hospitality initiatives, such as gala dinners and receptions are requested to contact Conventions Malta through the contact details indicated further on.*

b. One coffee break during the conference or meeting

€7.50 per person (including VAT) capped at €4,875 (650 guests)

c. In Guardia

In Guardia is a historical re-enactment that evokes an authentic event that took place regularly inside important military fortifications in Malta and Gozo.

- This support requires a minimum number of 40 guests for the specific event or activity. The number of re-enactors varies according to event format and number of guests.

More information about In Guardia is available at <http://www.visitmalta.com/en/in-guardia>.

#### **3. Bidding Resources**

- Destination Presentation which can be adapted by the respective Association or Entity
- Endorsement Letter
- Images available from [www.viewingmalta.com](http://www.viewingmalta.com)
- Videos
- Promise of Support Letter

#### 4. Promotional Items & Corporate Gifts

- Brochures, maps & giveaways for all international participants
- Corporate gifts for VIP guests (such as speakers or committee members)

#### **Eligibility Criteria**

The event needs to meet all of the below criteria:

- Event destination is not yet selected at time of application.
- Eligible organisations:  
Associations, Non-Governmental Organisations (NGOs), Voluntary Organisations, Ministries and Public Educational Institutions, all based in Malta.
- Event types:  
Conference, Congress, Summit, Annual General Meeting, Workshop, Meeting
- Event Programme Duration:  
Minimum of 3 nights
- Application Deadline:  
Application Form is to be submitted by no later than six (6) months before the event is scheduled to take place.
- If Financial Support Option 2a is chosen, an MTA-licensed travel operator is required to handle the activity. This can be either a Destination Management Company (DMC) or an Excursion Organiser (for excursions only) or an Incoming Travel Operator (for excursions only). Contact Conventions Malta for more information.
- For site inspection support, the trip needs to take place before the final event destination is chosen whilst the site inspection programme has to be handled by a DMC licensed by the Malta Tourism Authority.
- Third party funding:  
The organisation is not in receipt of any other funding for this event from:
  - i. the Government of Malta through other Ministries, Authorities, Government Agencies or Departments; and
  - ii. the European Union funding through the European Commission, national agencies or other funding programmes.

#### **Is your conference not eligible for this scheme?**

Conventions Malta can still provide you with:

- Promotional literature, giveaways and VIP gifts; and
- Information and guidance

Submit the completed application form by not later than four (4) weeks prior to the event.

Requests submitted after this deadline will not be considered.

**MALTA TOURISM AUTHORITY** Building SCM01 Level 3, SmartCity Malta, Ricasoli SCM 1001, Kalkara – MALTA

**Tel:** (+356) 2291 5000 **Fax:** (+356) 22915394 **Email:** info@visitmalta.com **Website:** [www.visitmalta.com](http://www.visitmalta.com),

[www.conventionsmalta.com](http://www.conventionsmalta.com)

## **Terms & Conditions**

### General

- All Financial Support is given on a refund basis.
- Financial support is calculated on the number of foreign participants only.
- Funds are allocated on a first come first served basis until funds are exhausted.
- The association with the sponsorship by Conventions Malta in no way infers with the ownership of the Event, whose ownership and copyright remains of the organisation.

### Invoicing

Invoice for all financial support is to be sent after the event and within three months of the event's end date.

All of the following documentation is required for disbursement:

- i. Invoice, on the official Organization letter head, including bank details or payee information;
- ii. Copy of full program (Conference program and Social Program);
- iii. Copies/Scans of receipts or invoices for the services in relation to the sponsored activity as proof of payment;
- iv. A copy of the final attendee list as a proof of the total number of international delegates that attended the social activity;
- v. Where applicable: A written declaration signed by the appointed DMC stating that they handled all or part of the programme on the beneficiary's behalf;
- vi. A written declaration stating that the organisation is not in receipt of any other funding from the Government of Malta and the European Union for the supported activity;
- vii. High Res Images – Up to ten (10) Event images, which include rights to Conventions Malta for unlimited use. Images will be used for promotional purposes to help raise Malta's profile as a M.I.C.E. destination. The Organisation is to provide information on image accreditation. When used, accreditation shall be duly given to the respective source; and
- viii. Three (3) testimonials by international delegates, committee members and/or foreign organisers to be used for promotional purposes by Conventions Malta.

For support with site inspections, the following additional documents are to be submitted:

1. Copy of flight ticket clearly showing the purchase price
2. Statement from the appointed DMC confirming that the site inspection was handled by them (if applicable, this statement can be the amalgamated with the declaration in point 'v' above)
3. Copy of the site inspection programme

Invoice needs to be addressed to:

Conventions Malta, Malta Tourism Authority  
Building SCM 01  
Suites 301-306 Level 3  
SmartCity Malta  
Ricasoli SCM1001, Kalkara  
Malta

### Exposure to Conventions Malta

The logo of Conventions Malta shall be displayed on any promotional channels promoting the Event, with the wording near the logo stating 'Supported by Conventions Malta'. Promotional channels may include:

- i. Event website, with a link to [www.conventionsmalta.com](http://www.conventionsmalta.com);
- ii. Event programme;
- iii. Collateral;
- iv. presentation screens between the sessions; and
- v. any other possible media.

### Application Form

The application form is available at [www.conventionsmalta.com/en-GB/page/conventions-malta/associations/12](http://www.conventionsmalta.com/en-GB/page/conventions-malta/associations/12) . Please complete all of the sections. Contact details are available in the next section of this document.

### Contact Details

[info@conventionsmalta.com](mailto:info@conventionsmalta.com)

Tel: 22915556/4

Conventions Malta, Malta Tourism Authority  
Building SCM 01  
Suites 301-306 Level 3  
SmartCity Malta  
Ricasoli SCM1001, Kalkara Malta