

Guidelines for congress funding as from 1 January 2024

Innsbruck is a popular venue for hosting congresses, conferences and symposiums, with international congresses and conferences held in the capital of Tyrol for over 150 years now. Since 1992, Innsbruck Tourismus has been offering financial incentives and funds for scientific congresses and corporate meetings that meet the relevant guidelines. By promoting congresses, the City of Innsbruck can position itself as an attractive congress location, with the expert team of the Innsbruck Convention Bureau continuously available to support organisers of congresses and conferences, understanding their needs and jointly developing and implementing practicable solutions.

With this in mind, the City of Innsbruck and Innsbruck Tourismus have together agreed on the joint financing of congress funding from 2024 on the basis of the following guidelines: these must be observed so as to ensure standardised procedures and guarantee quality.

1. Applications

Applications must be submitted, reviewed and paid out exclusively via:

Innsbruck Tourismus

Managing Director, Barbara Plattner, MA

Burggraben 3

6020 Innsbruck

kongressfoerderung@innsbruck.info

The Congress Funding Advisory Committee is responsible for approving funding applications.

2. What type of event can be supported?

- Scientific congresses and meetings of societies/associations.
- Corporate meetings that have booked at least one conference room.

3. Funding applicants

- Congress organisers and companies (legal entities, partnerships with legal capacity)
- Professional Congress Organisers (PCOs) or agencies authorised by the organiser or acting on behalf of the organiser.

4. Funding period

- The month of December is excluded.
- For events held in the Innsbruck city area we offer a funding supplement of up to 20% of the funding amount during the months of January, February and March.

5. Funding conditions

Scientific congresses and company conferences in the area covered by Innsbruck Tourismus are generally eligible for funding. Proof of accommodation for participants must be provided (i.e. hotel confirmation). A complete list of participants including forename, surname, postcode (city) and country will also be valid as proof of the number of participants; such list will serve merely as proof and will be destroyed afterwards.

- 5.1. At least 30% of participants must be from outside the region, i.e. from outside Austrian Tyrol.
- 5.2. Proof of net overnight stay costs on the basis of proof of overnight stays or, as alternative proof, on the basis of the participant list if no proof of overnight stays is possible.
- 5.3. Minimum duration of the event to be funded is at least 3 days or 2 nights in an accommodation establishment in the area covered by Innsbruck Tourismus (IT).
- 5.4. The number of participants must total at least 100 persons or 200 overnight stays.

6. Sustainability

If the event is certified as a “Green Meeting – Green Event”, an increase in funding of up to 20% is possible: the final decision will be made by the Congress Funding Advisory Committee. Appropriate proof (certification) must be submitted following the event.

7. Funding requests or applications

- Complete applications may only be submitted via
- kongressfoerderung@innsbruck.info (see “1. Applications”)
- Fundamental eligibility must be demonstrated
- Complete list of participants (required)
- Final programme of event (required)

- Booking statistics (hotel confirmation) as proof of overnight stays (required)
- Overnight stays are only permitted in the area covered by Innsbruck Tourismus (IT)

In principle, scientific congresses and company conferences in the area covered by Innsbruck Tourismus (IT) are eligible for funding.

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Requests or applications for funding must be made in writing and submitted no more than one year beforehand and at least one month before the start of the event.

Services required by the organiser:

It is absolutely essential that the Innsbruck logo and a link to the website www.innsbruck.info appear on the event's own website, as is entry of the event into the Austrian Congress Statistics database.

8. Funding sums

8.1. Funding of events with proof of overnight stays:

Level	Participants	Funding as %*)	Maximum sum in euros
1	0-99	0.00%	€ 0.00
2	100-199	5.00%	€ 1,200.00
3	200-399	4.50%	€ 3,000.00
4	400-799	4.00%	€ 4,800.00
5	>800	3.00%	€ 12,000.00

*) of total net revenue from overnight stays

8.2. Funding of events without proof of overnight stays:

It may not always be possible to provide clear evidence of the net overnight revenue generated by participants, as participants increasingly tend to use individual booking channels. Depending on the size of the event and the number of proven participants from outside the region, the Congress Funding Advisory Committee may therefore alternatively use a formula to calculate the funding contribution.

The formula for calculating the funding payable to the congress organiser is as follows:

Funding to be paid =	[Event duration in days – 1] x [50% of participants from outside the region] x [average hotel price] x [percentage of respective level based upon number of participants]
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The funding to be paid is capped at a maximum amount for the respective level.

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9. Payment:

- After submission of the final invoice and of all relevant documents for the assessment of eligibility, the funding can be paid directly to the organiser, or to the service provider nominated by the organiser.
- Funding contributions are generally paid following the end of the event on the basis of the decisions reached by the Congress Funding Advisory Committee.
- The deadline for submitting final invoices is limited to a maximum of 4 months after the event.
- Applicants are obliged to disclose all funding already applied for elsewhere or approved by other public bodies.
- If the event period is changed after a funding commitment has been issued, the funding will be cancelled. Any change of date requires a new application.

10. Congress Funding Advisory Committee

Funding is awarded by the Congress Funding Advisory Committee. The Congress Funding Advisory Committee meets at least twice a year to award funding.

11. Conditional funding commitments

Conditional funding commitments can only be granted if the criteria are met and can only be paid out following a decision by the Congress Funding Advisory Committee.

12. Legal status

The Congress Funding Advisory Committee is a collective body that determines the awarding of funding.

The funding is a voluntary grant for congresses and conferences that is provided by the City of Innsbruck and Innsbruck Tourismus. No legal entitlement to funding exists.