

INTERNATIONAL CONFERENCES & CONGRESSES

50–250 participants	250–500 participants	more than 500 participants
From 50 up to 250 international participants for academic societies, associations, groups and organizations that host an international conference or congress for at least two days in Gdansk (Poland).	From 250 up to 500 international participants for academic societies, associations, groups and organizations that host an international conference or congress for at least two days in Gdansk (Poland).	For more than 500 international participants for academic societies, associations, groups and organizations that host an international conference or congress for at least two days in Gdansk (Poland).
1. Bidding support (once a year, up to two times)		
1.1 Financial support		
<ul style="list-style-type: none"> On-site inspections (partial coverage including food & accommodation, transfers within the city and sightseeing for 1 representative) 	<ul style="list-style-type: none"> Subvention for flight tickets (up to 2 representatives) On-site inspections (partial coverage including food & accommodation, transfers within the city and sightseeing for up to 2 representatives) 	<ul style="list-style-type: none"> Subvention for flight tickets (up to 3 representatives) On-site inspections (partial coverage including food & accommodation, transfers within the city and sightseeing for up to 3 representatives)
1.2 Additional support		
<ul style="list-style-type: none"> Consultations with bidding-related organizations Assistance for the preparation of bid proposals & presentations Bid support letter 	<ul style="list-style-type: none"> Joint bidding activities abroad Consultations with bidding-related organizations Assistance for the preparation of bid proposals & presentations Bid support letter 	<ul style="list-style-type: none"> Joint bidding activities abroad Consultations with bidding-related organizations Assistance for the preparation of bid proposals & presentations Bid support letter
2. Promotional support (once a year, up to two times)		
2.1 Financial support		
<ul style="list-style-type: none"> Subvention for promotional activities (outdoor advertising nearby the event venue if possible or in local / national media) 	<ul style="list-style-type: none"> Subvention for promotional activities (outdoor advertising nearby the event venue if possible or in local / national media) 	<ul style="list-style-type: none"> Subvention for promotional activities (outdoor advertising nearby the event venue if possible or in local / national media) Souvenir from Gdansk free of charge for participants

2.2 Additional support

- Toolkit
- Introduction of the event through the City of Gdansk homepage and Gdansk Convention Bureau homepage
- Official patronage of the Mayor of Gdansk
- Special offer for souvenirs provided by Visit Gdansk
- Special offer for Gdansk Tourist Card

- Toolkit
- Introduction of the event through the City of Gdansk homepage and Gdansk Convention Bureau homepage
- Official patronage of the Mayor of Gdansk
- Special offer for souvenirs provided by Visit Gdansk
- Special offer for Gdansk Tourist Card

- Toolkit
- Introduction of the event through the City of Gdansk homepage and Gdansk Convention Bureau homepage
- Official patronage of the Mayor of Gdansk
- Special offer for souvenirs provided by Visit Gdansk
- Special offer for Gdansk Tourist Card

3. Hosting support

3.1 Financial support

- Subvention for hosting events or services (Welcome Evening / Gala Dinner / Social excursions / Entertainment)
- Fast Track & Executive Lounge at Gdansk Airport free of charge for up to 10 VIP guests

- Subvention for hosting events (Welcome Evening / Gala Dinner / Social excursions / Entertainment)
- Public transport free of charge for participants (Gdansk Conference Card as a ticket & conference or congress badge)
- Fast Track & Executive Lounge at Gdansk Airport free of charge for up to 20 VIP guests

- Subvention for hosting events (Welcome Evening or Gala Dinner)
- Public transport free of charge for participants (Gdansk Conference Card as a ticket & conference or congress badge)
- Welcome drink sponsored by the City of Gdansk during Welcome Evening
- Fast Track & Executive Lounge at Gdansk Airport free of charge for up to 25 VIP guests

3.2 Additional support

- Tourist Information desk in the venue (1 day)
- Gdansk Conference System incl. app, website & registration
- GCB Team Support

- Welcome desk at Gdansk Airport (in the arrivals terminal)
- Gdansk Airport greeting message (screens in the baggage claim area)
- Tourist Information desk in the venue (2 days)
- Gdansk Conference System incl. app, website & registration
- GCB Team Support

- Welcome desk at Gdansk Airport (in the arrivals terminal)
- Gdansk Airport greeting message (screens in the baggage claim area)
- Tourist Information desk in the venue (2-3 days)
- Gdansk Conference App incl. app, website & registration
- GCB Team Support
- Welcome speech by Mayor or Deputy Mayor of Gdansk (if possible) during the Welcome Evening

- All support is subject to budget availability.
- Each application is assessed on its own individual merits and there is no guarantee that City of Gdansk /Gdansk Convention Bureau will be able to offer financial support.
 - Support may not always be financial and may take the form of practical support.

CLAIMING FINANCIAL SUPPORT:

After the event client / recipient should provide Gdansk Convention Bureau with the following:

- After the meeting has taken place, the client should provide a letter of confirmation, on company letterhead, that the event took place, including location and dates and confirmation of the total number of delegates who attended the meeting and their country of origin.
- Post event testimonial from the CEO or senior manager, which can be used for promotional purposes by the Gdansk Convention Bureau
 - If the final number of attending delegates is below that which was anticipated, the level of funding may be reduced.
- Claims must be submitted within 2 months of the meeting taking place. All support provided is inclusive of all VAT liabilities.

Should the application be successful, the applicant must agree to provide Gdansk Convention Bureau with the following:

- City of Gdansk & Gdansk Convention Bureau retains the right to acknowledge its support for the meeting, in any media related communications.
- Organizer promote host city in their media and all communication channels

- City of Gdansk & Gdansk Convention Bureau retains the right to acknowledge its support for the meeting, in any media related communications.
- A speaking opportunity for a City of Gdansk & Gdansk Convention Bureau representative to address international delegates attending the meeting, if requested.
- Organizer promote host city in their media and all communication channels

- If appropriate, City of Gdansk & Gdansk Convention Bureau will be offered exhibition space at the event and/or an opportunity to input into the delegate pack.
- City of Gdansk & Gdansk Convention Bureau retains the right to acknowledge its support for the meeting, in any media related communications
- A speaking opportunity for a City of Gdansk & Gdansk Convention Bureau representative to address international delegates attending the meeting, if requested.
- Organizer promote host city in their media and all communication channels