MICE Event Hosting Subsidy Application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applying organization** | **Organization name** |  | | **Representative name** |  |
| **Address** | Postal code: | | | |
| **Contact information** | Telephone |  | Fax |  |
| Website |  | Email |  |
| **Year of establishment** |  | | **Number of members** |  |
| **Person in charge** | Name |  | Fax |  |
| Telephone |  | Email |  |
| **Requested items for Support** | □ Event venue rental fee  □ Production of promotional materials and souvenirs  □ Tourism and cultural performances □ Conference hosting fee  □ VIP Accommodation □ Other ( )  ※Gwangju companies must be used for producing promotional materials and souvenirs. | | | | |
| We apply for an international conference subsidy as per the above.  Year Month Day  Applying organization name (Stamp)  **To the CEO of Gwangju Tourism Organization** | | | | | |
| [Documents attached] | 1. 1 copy of application form  2. 1 copy of International Conference Hosting Plan  3. 1 copy of organization and event introduction  4. 1 copy of business registration certificate (unique ID number) or corporate registration certificate of the applying organization  5. 1 copy of bankbook  5. Previous event proof materials (Materials that can show registration list and number of participants)  6. 1 copy of Power of Attorney form - complete if necessary  ※ Submit an official letter and attached files in the name of the hosting organization/organizer  ※ If the subsidy conditions of GJTO are not met or if the application details are not true, the subsidy may be adjusted or cancelled  - Subsidy conditions: Displaying GJTO's sponsorship name, logo, and advertisement in various printed materials  ※Gwangju companies must be used for producing promotional materials and souvenirs | | | | |

MICE Event Hosting Subsidy Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Conference name** | Korean:  English: | | | |
| **Conference period** | Year Month Day - Year Month Day | | | |
| **Conference location** |  | | | |
| **Conference type** | □ Offline □ Online □ Hybrid | | | |
| **Host‧**  **Organizer** | Host: | | | Organizer: |
| **Participation scale** | Number of countries People  (Number of foreigners participants: Number of countries Number of people)  ※ Number of participants in last two events (Related materials such as participant list attached)  Year hosted location: (Participants: number of countries / Foreigners: people)  Year hosted location: (Participants: number of countries / Foreigners: people) | | | |
| **Hosting cycle** | Regular: Every \_\_ Year(s) Not regular: | | | |
| **Required**  **Expenses for Support** | Total | Won (100%) | | |
| Self-pay  (Including proceeds) | Won ( %) | | |
| Subsidies from other organizations | Won ( %) | | |
| Subsidy from GJTO | Amount | Won ( %) | |
| Requested items | □ Event venue rental fee  □ Production of promotional materials and souvenirs  □ Tourism and cultural performances  □ Conference hosting fee  □ VIP Accommodation  □ Other( )  ※ Gwangju companies must be used for producing promotional materials and souvenirs. | |

Subsidy for MICE Events

(Organization and Event Introduction)

|  |  |
| --- | --- |
| **Introduction**  **to the organization** | ※ Please fill in the number of members and branches  ※ Please fill in the overall introduction to the organization including history and membership status in international organizations |
| **Hosted academic conferences** | ※ Events regularly hosted and organized |
| **Event schedule** | ※ Please attach the program table |

※ If the power of attorney is required

**Power of Attorney**

**○ Agency Overview**

|  |  |
| --- | --- |
| Agency name |  |
| Representative |  |
| Company Registration Number |  |
| Address |  |

We designate the above agency as our agent and delegate the following authority.

- Below-

Application for subsidy for attracting (or) hosting (or) overseas PR activities for “event name”

*- Fill in the event name*

*- Select one option among attracting/hosting/overseas PR*

Year Month Day

Applying organization: (Stamp) Organization stamp is required

Representative: (Stamp) Representative’s signature is required

**To the CEO of Gwangju Tourism Organization**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Consent for Collection, Use, and Provision of**  **Personal Information**  Gwangju Tourism Organization intends to collect, use, and provide personal information to third parties in connection with the holding of 「Event Name」 as below. Please read the following items thoroughly and confirm whether you agree or not before signing.  - Below-  **1. Purpose and details of collection, use, and provision to third parties for personal information**  A. Purpose: Use for the purpose of reviewing the「2021 Gwangju MICE Support Project」 application, evaluation, settlement procedures (confirmation of participants, etc.) and promotion of future projects  B. Retention period: 5 years  C. Third parties for provision of information: Gwangju Tourism Organization, Korea Tourism Organization  D. Information to be provided: All items related to subsidy application and settlement  **2. Detailed items**   |  |  | | --- | --- | | **Category** | **Items** | | Required items to apply for subsidy | - Copy of business registration certificate and bankbook of the applying organization  - Name, department, position, contact number, mobile phone number, email address of the relevant party of the applying organization (head of the organization, person in charge)  - Name, department, position, contact number, email of the person in charge from the agency | | Required items for settlement of the subsidy | - Name, nationality, affiliation, email information of the event participants |   ※ You have the right to refuse to consent to the above collection and use of personal information. However, if you refuse to consent, your subsidy application could be affected.  **Do you agree to the collection and use of personal information as above? (Yes, No)**  Year Month Day  (Applying organization) (Representative) (Stamp)  **To the CEO of Gwangju Tourism Organization** |