

STEP BY STEP GUIDE

to completing the online application form for financial support

Log on to www.meetinireland.com/Conference-Support/Financial-Support-Scheme and click conference financial support application form.

Please note: If a field is not completed in the correct format, or a mandatory field is left blank, an alert will appear.

Homepage:

If you are a Professional Conference Organiser (PCO) or Destination Management Company (DMC), tick the box and click to the next page. If neither, click 'Next'.

Please let us know where you found out about our financial support programme.

▶ SECTION A:

This page is relevant to PCOs and DMCs only. Complete details and click 'Next' or 'Previous' to return to the previous page.

▶ SECTION B:

If PCO or DMC is completing the application, the 'applicant' is the client. Click 'Next'.

▶ SECTION C:

Conference Details – Please complete all fields, making sure to complete location and venue, if known and giving estimated figures as accurately as possible. Click 'Next'.

▶ SECTION D:

Application Details – Is your conference confirmed or at bid stage – tick the relevant box. If you have secured funding for this conference from any of the organisations listed, please complete details, otherwise proceed to the next page. Click 'Next'.

▶ SECTION E:

Financial Details – Financial details should be entered per year of expenditure, with expenditure broken down as appropriate over the three categories, bidding, site inspection and marketing/conference support. Please be as accurate as possible with estimated costs and add as much information as possible to the 'details' panels. Please check your financial details before proceeding to the next page. Click 'Next'.

▶ SECTION F:

Click appropriate box for 'Research' and 'Disclosure of Information', also completing your name and the date. Click 'Next'.

▶ SECTION G:

Disclaimer – Complete 'Applicants Statement'
You will receive an acknowledgment when your application has been received and a copy of your application will be sent to your mailbox.

Please be aware that you will be asked to complete the full application again if significant changes are required.