



## SUBMITTING A BID

Québec City Business Destination provides event organizers with technical and financial support to help prepare and submit bids to hold North American or international conferences in Québec City. The criteria are as follows:

### Organizations

- Local organizing committees for North American and international conferences that are officially mandated by the association or organization in question
- Promoters of new North American or international events

### Qualifying Markets

- North American conference: clientele where 30% of attendees come from outside Canada
- International conference: clientele from two or more countries, where 30% of attendees come from outside Canada
- 300 attendees minimum
- 3 days minimum

### Amounts\*

Proposed dates of the conference:

- January–April, July, August, December: \$10 per attendee
- May, June, September–November: \$7.50 per attendee
- Maximum amount: \$7,500

\*History of the number of attendees from the past three editions is required.



## Examples of Eligible Expenses

Eligible travel expenses for one representative of the local organizing committee to present the bid to the association's decision-making body include:

- Air travel
- Local transportation
- Accommodation (for the length of the conference only)
- Meals (a per diem is provided)
- Conference registration fees

## Notes

- Only expenses incurred after the request for financial assistance has been accepted will be considered for reimbursement.
- Based on the funding allocated, incurred expenses will only be reimbursed on presentation of supporting documents.
- Once a bid has been accepted, professional conference organizers are eligible for promotional and support programs.
- Financial support not used while presenting a bid is non-transferable.